

BIOL 2401.650
Human Anatomy and Physiology I
Fall 2026

Instructor: Ryan Skidmore
Office: Science 1
Phone: 903.737.2800
Email: rskidmore@parisjc.edu
Office Hours: 7:30 - 8:26am

Meeting Location: Science 1
Meeting Days: Tuesday - Friday
Meeting Times: 9:30-10:26am

Course Description:

This course is a study of the structure and function of the human body, including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Credits: SCH = 3 lecture and 1 laboratory hours per week

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Hole's Anatomy and Physiology**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level):

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Course Learning Outcomes:Lecture

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

Lab

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general labware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing to make decisions, recommendations, and predictions.

Course Requirements and Evaluation:

Grades will be calculated based on two categories:

- A. Test (50%) – Short answer and essay items covering lecture material
- B. Daily Grades (50%) – Includes daily quizzes, participation, and lab practical

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

Procedures: Students are expected to be in their seats with notes and writing utensils out before the tardy bell rings. With few exceptions, every class will begin with a lecture. The lecture will either be interspersed or concluded with independent, partner, or class activities: calculations, case studies, problem sets, etc.

Expectations: I have tremendously high expectations for all my students and refuse to accept sub-par work, disruptions, or idleness. The standards will be set and remain high all year long. You will be expected to work hard from bell-to-bell each and every day in this classroom. Students should also be prepared to study intensely and frequently for quizzes and tests. This is an Honors class so you can anticipate difficult assignments, complex labs, and rigorous assessments.

I want to provide an enjoyable class for all students and any motivations contrary to this goal will not be tolerated. My professional responsibility is to ensure that all students are able to learn in a safe, focused academic environment. My aim is for all students to master the content of this course to ensure success and competence in future medical programs.

Absences: When you are absent, it is *your* responsibility to come see me and get your work made up. You have as much extra time to make up your work as you were absent. For example, if you were absent one day, you have one extra day to make it up.

If you are absent on a test or quiz day, you will take the assessment the day you come back; each day after will result in a 10% deduction off of your grade. Also, you will only be allowed to miss one test without penalty. After you miss a test once, each test thereafter will have 10 points (increasingly) deducted; E-days will not count against this, but any other reason will. There are only four tests per semester, so the likelihood of multiple absences occurring specifically on test days is very unlikely. I do not allow for retests.

Labs: Because of safety issues, I am extremely particular about students' knowledge in this area. We will go into detail about proper procedures. These must be followed with great care. A lab safety exam will be administered at the beginning of the year and a score of 80 or better is required to participate.

Any student not focusing on the laboratory procedure during laboratory exercises (e.g. talking with students in another group, playing on cell phone, etc.) will be removed from the lab and receive a zero; the same goes for any students that are being disruptive or not following proper lab safety procedures. Additionally, a grade can only be assigned to students that participate during labs, thus standing idly for the period will also result in a grade of zero.

Miscellanea: Personal business should be attended to in between classes. Students will not be allowed to leave the class unless called by the office or another teacher. All assignments must be turned in before the tardy bell of the due date; late assignments will receive a 20% deduction and will not be accepted 24 hours after the due date.

Cell phones, smartwatches, and earbuds should be kept put away at all times; they will be confiscated if seen during class.

While Chromebooks will be used in relevant class activities, they *must* remain closed in class unless otherwise instructed. Notes must be taken with pen and paper.

Each six weeks, I will drop your lowest daily grade and replace *one missed* quiz grade with the unit test grade.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is *Thursday, November 12th.*

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)
You can return to your normal activities when, for at least 24 hours, both are true:

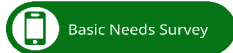
1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below: email and in-class announcement.

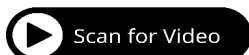
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8/24/26	Intro to A&P	Regions and Quadrants
8/31/26	Intro to A&P	Medical Terminology, Quiz 1
9/7/26	Chemistry	Biomolecule Labs
9/14/26	Cells	Cellular Organelles Lab, Quiz 2
9/21/26	Cells and Metabolism	Diffusion and Osmosis Lab
9/28/26	Metabolism & Tissues	Respiration Lab
10/5/26	Histology	Microscopy, Exam 1
10/12/26	Integumentary System	Microscopy, Quiz 3
10/19/26	Skeletal System	Bone identification, Exam 2
10/26/26	Skeletal System+Joints	Bone Practical, Quiz 4
11/2/26	Muscular System	Cat Dissection, Exam 3
11/9/26	Nervous System I	Cat Dissection, Quiz 5
11/16/26	Nervous System II	Sheep Brain Dissection, Quiz 6
11/23/26	Thanksgiving Break	Thanksgiving Break
11/30/26	Nervous System III	Eye Dissection, Exam 4
12/7/26	Final Exam	Final Exam

ACKNOWLEDGMENT OF RECEIPT OF ANATOMY AND PHYSIOLOGY SYLLABUS

By signing below, you indicate that you understand and agree to the terms outlined under *each* section of the syllabus:

- Course Description
- Required Textbooks and Materials
- Course Goals and Objectives
- Course Schedule
- Course Requirements and Evaluation
- Course Policies
- Class Attendance
- Class Conduct
- Academic Honesty
- AI Statement
- ADA Statement

Student Signature: _____

Course Schedule:

Exam #1: Chapters 1-3

Week 8- Integumentary System | Lab: Histology Practical

Exam #2: Chapters 4-6

Week 9- Skeletal System | Lab: Bone Identification

Exam #3: Chapters 7-9

Week 12- Nervous System I | Lab: Continue Cat Dissection (Muscles)

Week 13- Nervous System I & Nervous System II | Lab: Sheep Brain Dissection

Week 14- Nervous System II & Nervous System III | Lab: Cow Eye Dissection

Week 15- Nervous System III Cont'd | Lab: Cranial Nerve Assessment

Exam #4: Chapters 10-12

Week 16- **Final Exam (Dec. 7 – 10)**

BIOL 1408.650
Biology for Non-Science Majors I
Fall 2026

Instructor: Ryan Skidmore
Office: Science 1
Phone: 903.737.2800
Email: rskidmore@parisjc.edu
Office Hours: 7:30am – 8:26am

Meeting Location: Science 1
Meeting Days: Tuesday - Friday
Meeting Times: 10:30am – 11:26am

Course Description:

This course provides a survey of biological principles with emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

Credits: SCH = 3 lecture and 1 laboratory hours per week

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Mader Inquiry Into Life**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

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Course Goals and Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level):

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Course Learning Outcomes:

Lecture Objectives

1. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.
2. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis.
3. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.
4. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.
5. Describe karyotyping, pedigrees, and biotechnology and provide an example of the uses of each.
6. Identify parts of a DNA molecule, and describe replication, transcription, and translation.
7. Analyze evidence for evolution and natural selection.

Laboratory Objectives

1. Apply scientific reasoning to investigate questions, and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
2. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
3. Communicate effectively the results of scientific investigations.
4. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.
5. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis.
6. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.
7. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.
8. Identify the importance of karyotypes, pedigrees, and biotechnology.
9. Identify parts of a DNA molecule, and describe replication, transcription, and translation.
10. Analyze evidence for evolution and natural selection.

Course Requirements and Evaluation:

Grades will be calculated based on two categories:

- A. Test (50%) – Short answer and essay items covering lecture material
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Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

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Expectations: I have tremendously high expectations for all my students and refuse to accept sub-par work, disruptions, or idleness. The standards will be set and remain high all year long. You will be expected to work hard from bell-to-bell each and every day in this classroom. Students should also be prepared to study intensely and frequently for quizzes and tests. This is an Honors class so you can anticipate difficult assignments, complex labs, and rigorous assessments.

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Absences: When you are absent, it is *your* responsibility to come see me and get your work made up. You have as much extra time to make up your work as you were absent. For example, if you were absent one day, you have one extra day to make it up.

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Labs: Because of safety issues, I am extremely particular about students' knowledge in this area. We will go into detail about proper procedures. These must be followed with great care. A lab safety exam will be administered at the beginning of the year and a score of 80 or better is required to participate.

Any student not focusing on the laboratory procedure during laboratory exercises (e.g. talking with students in another group, playing on cell phone, etc.) will be removed from the lab and receive a zero; the same goes for any students that are being disruptive or not following proper lab safety procedures. Additionally, a grade can only be assigned to students that participate during labs, thus standing idly for the period will also result in a grade of zero.

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1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8/24/26	Life	Scientific Method Lab
8/31/26	Chemistry of Cells	Macromolecule Labs, Quiz 1
9/7/26	Chemistry of Cells	Macromolecule Labs, Quiz 2
9/14/26	Cells	Cell Anatomy Lab, Exam 1
9/21/26	Cell Transport	Cell Transport Lab, Quiz 3
9/28/26	Cell Cycle	Mitosis and Meiosis Labs, Exam 2
10/5/26	Energy and Enzymes	Enzyme Lab, Quiz 4
10/12/26	Cellular Respiration	Respiration Lab, Exam 3
10/19/26	Plant A&P	Plant Microscopy, Quiz 5
10/26/26	Photosynthesis	Photosynthesis Lab, Exam 4
11/2/26	Genetics	Taster Lab, Quiz 6
11/9/26	Genetics + DNA	Inheritance Lab, Exam 5
11/16/26	Gene Exp. + Biotech	Electrophoresis and PCR Lab, Quiz 7
11/23/26	Thanksgiving Break	Thanksgiving Break
11/30/26	Ecology	Ecology Lab, Exam 6
12/7/26	Final Exam	Final Exam

ACKNOWLEDGMENT OF RECEIPT OF COLLEGE BIOLOGY SYLLABUS

By signing below, you indicate that you understand and agree to the terms outlined under *each* section of the syllabus:

- Course Description
- Required Textbooks and Materials
- Course Goals and Objectives
- Course Schedule
- Course Requirements and Evaluation
- Course Policies
- Class Attendance
- Class Conduct
- Academic Honesty
- AI Statement
- ADA Statement

Student Signature: _____

BCIS 1305 91A0
Business Computer Applications
Fall 2026

Instructor: Tammie Lewis

Office: CCA-304

Phone: 972-636-9991 (Front Office)

Email: Tammie.Lewis@rcisd.org

Office Hours: Posted

Meeting Location: CCA-304

Meeting Days: M, T, W, Th, F

Meeting Times: RCHS Student Schedule

Course Description:

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including Word Processing, Spreadsheets, Databases, Presentation Graphics, Data Analytics, and Business-Oriented utilization of the Internet.

Required Textbook(s) and Materials:

This class will utilize the textbook, Workplace Software and Skills from OpenStax which can be found at <https://openstax.org/details/books/workplace-software-skills> Opt-Out of the inclusive access when paying for your class.

You will need a Spiral-Bound or Composition-style notebook in which you will record the Software Sequences for project completion.

Course Goals and Objectives:

Upon successful completion of this course, students will:

1. Describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communications systems.
2. Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.
3. Demonstrate the ability to create and use documents, spreadsheets, presentations and databases in order to communicate and store information as well as to support problem solving.
4. Describe the need and ways to maintain security in a computing environment

Course Requirements and Evaluation:

All quizzes, exams, and projects must be turned in by the posted due date. It is your responsibility during class to notify the teacher if you need additional clarification or explanation on the assignment details.

NO LATE Assignments Accepted: If you are unable to complete an assignment, turn in what you did complete by the posted due date so you can receive partial credit because **Late papers are not accepted.**

'Assignment Name' Requirements: Each Assignment must contain your Class Period, Assignment Name and Your Name in the designated format. Failure to complete this task will result in -30 points from your total assignment score.

Make sure that you keep up! *Failure to plan may result in a failing grade.*

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by September 4, 2026 3:40 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

This is an **in-person** course and will meet room CCA-304 of Royse City High School each day of the semester. In the event the class is relocated due to testing, etc., you will be notified where to report.

- Students **MUST** understand that technical problems are not reasons for missing deadlines or due dates.
- Students **MUST** be independent, self-motivated learners to be successful in this in-person course. It is the student's responsibility to attempt assignments in a timely manner, giving them enough time to complete the assignment.
- Students **MUST** be excellent time managers, meet posted deadlines, and schedule adequate time each day to complete the course requirements.
- Students **MUST** have a reliable personal computer and internet service that meets the minimum requirement of the course software, Microsoft Office, and course web sites. It is recommended that you use a PC to do your assignments. Some options are not available for a Mac including Microsoft Access and the Office suite is not available for Chromebooks.
- Students **MUST possess computer skills** necessary to:
 - Access internet sites, create accounts, locate and read "online material".
 - Download and install software on their personal computers, if necessary
 - Manage files on the network ie. Downloading, Cutting/Pasting into OneDrive
 - Use computer applications, internet browsers, email, and system utilities
- Students **MUST** have reliable access to Microsoft Office 2019 or higher that includes **Word, PowerPoint, Excel, and Access**. RCHS has software installed on all computers in CCA-304 to use during class time and scheduled tutorial time before- or after-school.
- In the event that extracurricular activities the student will notify the instructor both verbally and by email prior to the absence. All projects that are assigned during the absence are required to be turned in by the due date posted.
- Students **MUST** realize that family obligations, work schedules, number of courses enrolled, extra-curricular activities and other life events **do not** supersede this course's requirements, due dates, assignments, or deadlines. Neither do they justify a request for extended time.

EXPECTATIONS:

- Students are expected to use computers in CCA-304 to complete projects, quizzes, and exams.
- Students who will be missing more than 2 classes due to extra-curricular activities will need to have a full-version copy of Microsoft Office on a personal computer in order to complete projects by the posted date.
- Students are expected to let the instructor know when questions arise during the class period. If they cannot be adequately addressed during the class time, the student will be expected to schedule a face-to-face tutoring session with the instructor.
- Students are expected to attempt, complete, and submit all assignments, quizzes, and exams within their respective scheduled class period.
- Students are expected to login, read and comply with all announcements, document assignments, instructions, etc.
- Students are expected to access the Microsoft software installed in CCA-304 while in class to complete all assignments. Many projects will not be able to be completed on a Chromebook so on-time and regular attendance is very important.
- If you experience technical difficulties logging into your computer let the instructor know immediately so that if technical help is required, it can be secured promptly.
- CCA-304 Computers are to be used exclusively for assignments. No Online Gaming, Music, YouTube, etc.
- Students will follow the RCHS published Dress Code, including wearing Student IDs
- No Food or Drink allowed at the workstations. No Outside Drink allowed inside the school after lunch period.
- Students will remain in their seat until the bell rings for class dismissal.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is November 12, 2026.

Class Conduct:

Please turn off or silence and put all cell phones, pagers, iPod, headphones, etc. inside your backpack and put your backpack in the appropriate bin before class starts. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or

repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by a Google Classroom Post or Student Email.

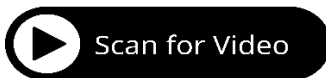
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
9.26.26	Word 365 Associate - Exam	Word 365 Packets
10.27.26	Excel 365 Associate - Exam	Excel 365 Packets
11.21.26	PowerPoint 365 Associate - Exam	PowerPoint 365 Packets
12.8.26	Computer Technology – Final Exam	Workplace Software and Skills



PARIS JUNIOR COLLEGE
PARIS, GREENVILLE & SULPHUR SPRINGS, TEXAS

ENGL 1301-650
Composition and Rhetoric and Reading
(Fall - 2026)

Instructor: Kaitlin Jeffery
Office: Virtual
Phone: 940-703-8826
Email: kjeffery@parisjc.edu
Office Hours: Monday-Friday 2:45 AM -3:20 PM

Meeting Location: Online
Meeting Days: Monday - Friday
Meeting Times: Online

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Required Textbook(s) and Materials:

*Patterns for College Writing Kirsznar Edition 16th Publisher MPS ISBN-13
9781319532345*

Novels:

Orwell, George. 1984. Signet Classics, 1950.

Course Goals and Objectives:

1. Exhibit a knowledge of proper research and writing skills, which include an understanding of databases and writing procedures.
2. Exhibit Communication Skills- Students will be able to communicate written, visual, and oral ideas effectively.
3. Exhibit Independent responsibility for one's work which includes completing writing and reading assignments, as well as presentations.
4. Exhibit the ability to work with peers and be open to various interpretations and perspectives.

Course Schedule:

ENGL 1301 calendar and weekly assignments will be uploaded in PJC Blackboard. The calendar is subject to change based on the instructor.

Course Requirements and Evaluation:

Semester Grades:

Discussion Post: 100 points each

Quizzes: 100 points each

Essays: Narrative (300 points), Descriptive (300 points), and Exemplification(300 points).

Research (500 points)

The Lab is 15% of your FINAL grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

ENGL 1301 Labs (Online):

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under **ANY** circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours.

Discussions:

You must post by 11:59 PM on the assigned day and you must respond to one classmate by Saturday at 11:59 PM. Your initial post should be 250 words. Your response should be no less than three sentences.

Grading:

Students will be graded based on their quality of work at the discretion of the instructor. The final grade is determined by the instructor. Work will be graded by seven days after the due date.

Respondus Lock Down:

Your essays, tests, and quizzes will be monitored by Respondus Lockdown. This means that you will only be able to access that page when completing your essays, tests, and quizzes. If you are on a school issued computer, please make sure to check with your IT Department and make sure that it will not be blocked. If you run into problems, please email me.

Emailing Instructor: Please expect a response within 24-48 hours.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, November 1st.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the

classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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English AI Policy:

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

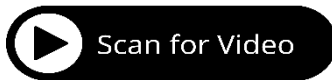
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level

competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical Responsibility.

Please look at blackboard under the calendar for due dates.

**ENGL 1301.20E3
Composition I
(8 Weeks) Fall 2026**

Instructor:	Charles Conrad Martin	Meeting Location:	Online
Office:	Paris/MS/111M	Meeting Days:	Weekly
Phone:	Ext. 1485	Meeting Times:	Weekly
Email:	cmartin@parisjc.edu	Office Hours:	M/W: 9:30AM – 12:30PM; T/R: 7:00 AM – 9:00 AM

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Credits: 3 SCH = 3 lecture hours per week; required online lab assignments are completed outside scheduled classroom time.

TSI Requirement: A score in the range of 945–990 on the ELAR CRC Test and a score of at least 5 on the Essay Test or an ELAR CRC Test score.

Prerequisite(s): Placement into ENGL 1301 according to current PJC standards or successful completion of required developmental coursework.

Required Textbook(s) and Materials:

- Kirszner, Laurie G. and Stephen R. Mandell. Patterns for College Writing: A Rhetorical Reader and Guide. 16th ed. Bedford/St. Martin's, 2024. ISBN: 9781319532345.
- Fahrenheit 451, Ray Bradbury, [Edition, and format requirement] Any complete print or e-book edition approved by the instructor.
- Any current MLA style handbook or reliable online MLA source, such as the Purdue OWL MLA Formatting and Style Guide:
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html
- Reliable access to Blackboard, PJC email, a word processor capable of MLA formatting, and a way to save/submit files in the required format.

Syllabus, Campus-Wide Access Program

Dragon Now Course Material Information:

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital **eBook accessed through the My Materials link in Blackboard**. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below **by**:

- **Fall Main & Flex 1 Term: 9/11/2026**
- **Flex 2 Term: 10/28/2026**
- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

To ensure that you have all appropriate school and class materials and resources, please refer to PJC's [IT Checklist](#).

Course Goals and Objectives

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Course Focus:

This course emphasizes nonfiction essays/readings, modes of writing, MLA documentation, and a fictional novel. Students will practice writing as a process: invention, planning, drafting, peer review, revision, editing, documentation, and reflection.

Required Core Objectives - Student Learning Outcomes (Core Curriculum-Level):

- Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Demonstrate Team Work--to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- Demonstrate Personal Responsibility--to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

- Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
- Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.

- Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

- Demonstrate knowledge of individual and collaborative writing processes.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose.
- Read, reflect, and respond critically to a variety of texts.
- Use Edited American English in academic essays.

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

ENGL 1301 Labs (Online):

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under **ANY** circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours.

Rubrics

Students will complete a minimum of five full essays in various modes, including at least one documented essay using MLA documentation. Essays will emphasize rhetorical choices, audience awareness, academic organization, revision, support, attribution, and Edited American English.

Course Grade Weight Rubric:

Category	Value	Description
Narrative, Compare and Contrast, and Cause and Effect Essays	30%	Three varying essay types that 1 – 2-pages in length on a writing option of your choosing from the available list that must be completed in MLA style.
Research Paper	15%	A 3 – 4-page thoroughly researched and well-sourced paper regarding a writing option of your choosing from the available list that must be completed in MLA style.
Labs	15%	Required online lab assignments and diagnostics averaged by Blackboard into a single LAB grade.
Attendance, Participation, and Discussion	15%	Complete the required weekly board discussions by creating a unique response to the original post with a minimum of 3 sentences, and respond to at least 2 other classmates posts.

Category	Value	Description
Test	10%	Test covering the novel Fahrenheit 451.
Final Exam	15%	Monitored revisions required for non-exempt students. Exempted students will not have a final exam grade included in the course average.

Essay Assessment Rubric:

Criterion	Value	Description
Thesis, Focus, and Purpose	20%	Clear central claim or controlling idea; appropriate response to the assignment; purposeful rhetorical choices.
Development and Support	25%	Specific evidence, examples, analysis, and explanation; source support when required.
Organization and Coherence	20%	Effective introduction, body structure, conclusion, paragraphing, transitions, and logical arrangement.
Style, Audience, and Voice	15%	Academic tone, sentence variety, precise language, and choices appropriate to audience and purpose.
MLA Documentation and Source Use	10%	Accurate MLA format, attribution, quotation/paraphrase integration, and Works Cited when required. For non-documented essays, this category may be applied to assignment-specific requirements.
Edited American English / Mechanics	10%	Grammar, punctuation, spelling, usage, and proofreading consistent with college-level writing.

Grading Scale: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 0-59.

Final Exam Exemptions:

- Students with 4 or fewer absences and an essay average of 80 or higher may be exempted from the final exam.
- Remaining students will write a 5th essay at the time of the final, and the grade will replace the lowest essay grade of the first 4 essays.
- The 5th essay grade will also count as the final exam grade.
- Averages for exempted students will not include a final exam grade; the remaining grade categories will be used to calculate the course average.
- The exemption is not mandatory; students may choose to write the 5th essay.

Course Policies

Submission Format:

Unless otherwise stated, essays must be typed in 12 pt. Times New Roman font style, double-spaced, formatted according to MLA guidelines, and submitted through Blackboard via an uploaded Word Document by the posted deadline. Students should save backup copies of all drafts and submissions.

Late Work:

Assignment deadlines are firm. Unless an extension has been approved before the deadline. Online lab due dates are governed by the ENGL 1301 lab policy and will not be reopened under any circumstances.

Research and Documentation:

Students are responsible for ethical research practices, accurate MLA citation, careful source evaluation, and clear distinction between their own ideas and the ideas, language, or media of others. Research work may require drafts, source notes, conferences, or process materials in addition to the final paper.

Exams:

All quizzes or exams must be taken in class or arranged to be taken online via Blackboard Respondus Monitoring with a camera. Some make-up work may be required at a Paris JC Testing Center.

Revision and Drafting:

If the student would like to improve their essay grade, they can revise any graded essays up until the beginning of week 7. Research Paper revisions will be done via Respondus for the Final Exam.

Reading and Participation:

Students should come to class prepared, having completed assigned readings before class. Participation includes attentive listening, respectful discussion, collaboration, workshops, and completion of any in-class writing activities.

Technology:

Students are responsible for maintaining access to Blackboard, PJC email, and required course materials. Technology issues do not automatically excuse late work; students should plan ahead and communicate with the instructor before deadlines whenever possible.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is October 1st, 2026.

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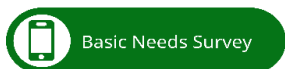
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- Class announcement
- Blackboard
- Student e-mail

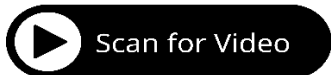
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Course Schedule/Weekly Lesson Plan:

This accelerated 8-week schedule covers the same required content and assignments as a 16-week section. Each row corresponds to one week of standard class meeting and content. The schedule is tentative and may be adjusted to meet class needs. Students are responsible for announcements made in class, posted in Blackboard, and sent through official PJC email.

!!!EACH WEEK INCLUDES A BLACKBOARD DISCUSSION!!!

!!!SOME LABS CAN BE COMPLETED AT YOUR OWN PACE, BUT REMEMBER, THEY ARE ALL REQUIRED TO COMPLETE THE COURSE!!!

!!!ALL ASSIGNMENTS ARE DUE BY 11:59PM THE NIGHT OF THE DUE DATE!!!

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1	Syllabus/Introduction The Writing Process Autobiographical Writing	Chapter 1: Reading to Write: Becoming a Critical Reader <u>Chapters 2–5: The Writing Process</u> <u>Using Narration: Introduction to Chapter 6</u> Readings: “The Money,” “My Field of Dreams,” “My Mother Never Worked” Writing Option: Family Relationships
Week 2	Descriptive Writing Using Examples in Writing Official Reporting Day is 09/01	<u>Using Description: Introduction to Chapter 7</u> Readings: “Goodbye to My Twinkie Days,” “Shooting an Elephant,” “Stability in Motion” Writing Option: Epiphany <u>Using Exemplification: Introduction to Chapter 8</u> Readings: “I Am Not Proof of the American Dream,” “I’m Your Teacher, Not Your Internet-Service Provider,” “Free Expression in Peril,” “Cutting and Pasting: A Senior Thesis by (Insert Name)” Due: Narrative Essay If you have not participated in the class before the Official Reporting Day, you will be dropped from the course.
Week 3	Understanding Cause and Effect in Writing Process Writing	Writing Option: Education <u>Using Cause and Effect: Introduction to Chapter 10</u> Reading: “Mother Tongue,” “Sex, Lies, and Conversation” Writing Option: Language and Communication <u>Using Process: Introduction to Chapter 9</u> Readings: “How to Spot Fake News,” “Dulce et Decorum Est,” “Ten Ways We Get the Odds Wrong” Writing Option: Exploring or Questioning Conventional Wisdom Due: Cause and Effect/How I learned... Essay

Week 4	Comparison and Contrast Classification and Division in Writing	<u>Using Comparison and Contrast: Introduction to Chapter 11</u> Readings: “Trifles,” “A Peaceful Woman Explains Why She Carries a Gun,” “The Storm” Writing Option: Men and Women <u>Using Classification and Division: Introduction to Chapter 12</u> Readings: “Just Walk On By: A Black Man Ponders His Power to Alter Public Space,” “What’s in a Name?,” “On Dumpster Diving,” “Trigger Warnings, Safe Spaces, and Free Speech, Too” Writing Option: Categories that Limit and Stereotype Due: Compare and Contrast Essay
Week 5	Using Definition Argumentation in Writing	<u>Using Definition: Introduction to Chapter 13</u> Readings: “The Hidden Life of Garbage,” “The Embalming of Mr. Jones,” “The Dog Ate My Tablet, and Other Tales of Woe,” “The Ones Who Walk Away from Omelas” <u>Using Argumentation: Introduction, Induction, and Deduction: Introduction to Chapter 14</u> Readings: “The Declaration of Independence,” “Photos That Change History,” “What Is Fast Fashion and Why Is It So Bad?,” “Letter from Birmingham Jail” Writing Option: Research Paper Arguing for a Change
Week 6	Opposing Arguments and Fallacies Understanding Fiction October 1st is the Last Day to Drop Classes with a W	<u>Using Argumentation: Dealing with Opposition and Recognizing Logical Fallacies: Chapter 14</u> Readings: “No, the Rich Don’t Get Rich at the Expense of the Poor,” “Making the Rich Pay More to Care for the Poor Is Common Sense” Writing Option: Research Paper Defending a Cause or Position Due: Research Paper Readings: Fahrenheit 451 Part 1 & 2
Week 7	Fiction Novel	Reading: Fahrenheit 451 Part 3 Due: Fahrenheit 451 Test
Week 8	Last Week of Class Final Exam	Research Paper Revisions Revisions will be done via Respondus.
<u>Friday</u> 10/16	Grades due by 9:00 AM	

ENGL 1301.70N0
Composition I
(16 Weeks) Fall 2026

Instructor:	Charles Conrad Martin	Meeting Location:	BlackBoard Collaborate
Office:	Paris/MS/111M	Meeting Days:	Tuesday/Thursday
Phone:	Ext. 1485	Meeting Times:	9:29 AM – 10:17 AM
Email:	cmartin@parisjc.edu	Office Hours:	M/W: 9:30AM – 12:30PM; T/R: 7:00 AM – 9:00 AM

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Credits: 3 SCH = 3 lecture hours per week; required online lab assignments are completed outside scheduled classroom time.

TSI Requirement: A score in the range of 945–990 on the ELAR CRC Test and a score of at least 5 on the Essay Test or an ELAR CRC Test score.

Prerequisite(s): Placement into ENGL 1301 according to current PJC standards or successful completion of required developmental coursework.

Required Textbook(s) and Materials:

- Kirsznner, Laurie G. and Stephen R. Mandell. Patterns for College Writing: A Rhetorical Reader and Guide. 16th ed. Bedford/St. Martin's, 2024. ISBN: 9781319532345.
- Fahrenheit 451, Ray Bradbury, [Edition, and format requirement] Any complete print or e-book edition approved by the instructor.
- Any current MLA style handbook or reliable online MLA source, such as the Purdue OWL MLA Formatting and Style Guide:
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html
- Reliable access to Blackboard, PJC email, a word processor capable of MLA formatting, and a way to save/submit files in the required format.

Syllabus, Campus-Wide Access Program

Dragon Now Course Material Information:

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital **eBook accessed through the My Materials link in Blackboard**. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below **by**:

- **Fall Main & Flex 1 Term: 9/11/2026**
- **Flex 2 Term: 10/28/2026**
- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

To ensure that you have all appropriate school and class materials and resources, please refer to PJC's [IT Checklist](#).

Course Goals and Objectives

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Course Focus:

This course emphasizes nonfiction essays/readings, modes of writing, MLA documentation, and a fictional novel. Students will practice writing as a process: invention, planning, drafting, peer review, revision, editing, documentation, and reflection.

Required Core Objectives - Student Learning Outcomes (Core Curriculum-Level):

- Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Demonstrate Team Work--to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- Demonstrate Personal Responsibility--to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

- Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
- Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.

- Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

- Demonstrate knowledge of individual and collaborative writing processes.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose.
- Read, reflect, and respond critically to a variety of texts.
- Use Edited American English in academic essays.

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

ENGL 1301 Labs (Online):

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under **ANY** circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours.

Rubrics

Students will complete a minimum of five full essays in various modes, including at least one documented essay using MLA documentation. Essays will emphasize rhetorical choices, audience awareness, academic organization, revision, support, attribution, and Edited American English.

Course Grade Weight Rubric:

Category	Value	Description
Narrative, Compare and Contrast, and Cause and Effect Essays	30%	Three varying essay types on a writing option of your choosing that must be completed in MLA style.
Research Paper	15%	A thoroughly researched and well-sourced paper regarding a writing option of your choosing from the available list that must be completed in MLA style.
Labs	15%	Required online lab assignments and diagnostics averaged by Blackboard into a single LAB grade.
Attendance, Participation, and Discussion	15%	Complete the required weekly board discussions by creating a unique response to the original post with a minimum of 3 sentences, and respond to at least 2 other classmates posts.

Category	Value	Description
Test	10%	Test covering the novel Fahrenheit 451
Final Exam	15%	Monitor revisions required for non-exempt students. Exempted students will not have a final exam grade included in the course average.

Essay Assessment Rubric:

Criterion	Value	Description
Thesis, Focus, and Purpose	20%	Clear central claim or controlling idea; appropriate response to the assignment; purposeful rhetorical choices.
Development and Support	25%	Specific evidence, examples, analysis, and explanation; source support when required.
Organization and Coherence	20%	Effective introduction, body structure, conclusion, paragraphing, transitions, and logical arrangement.
Style, Audience, and Voice	15%	Academic tone, sentence variety, precise language, and choices appropriate to audience and purpose.
MLA Documentation and Source Use	10%	Accurate MLA format, attribution, quotation/paraphrase integration, and Works Cited when required. For non-documented essays, this category may be applied to assignment-specific requirements.
Edited American English / Mechanics	10%	Grammar, punctuation, spelling, usage, and proofreading consistent with college-level writing.

Grading Scale: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 0-59.

Final Exam Exemptions:

- Students with 4 or fewer absences and an essay average of 80 or higher may be exempted from the final exam.
- Remaining students will write a 5th essay at the time of the final, and the grade will replace the lowest essay grade of the first 4 essays.
- The 5th essay grade will also count as the final exam grade.
- Averages for exempted students will not include a final exam grade; the remaining grade categories will be used to calculate the course average.
- The exemption is not mandatory; students may choose to write the 5th essay.

Course Policies

Submission Format:

Unless otherwise stated, essays must be typed in 12 pt. Times New Roman font style, double-spaced, formatted according to MLA guidelines, and submitted through Blackboard via an uploaded Word Document by the posted deadline. Students should save backup copies of all drafts and submissions.

Late Work:

Assignment deadlines are firm. Unless an extension has been approved before the deadline. Online lab due dates are governed by the ENGL 1301 lab policy and will not be reopened under any circumstances.

Research and Documentation:

Students are responsible for ethical research practices, accurate MLA citation, careful source evaluation, and clear distinction between their own ideas and the ideas, language, or media of others. Research work may require drafts, source notes, conferences, or process materials in addition to the final paper.

Exams:

All quizzes or exams must be taken in class or arranged to be taken online via Blackboard Respondus Monitoring with a camera. Some make-up work may be required at a Paris JC Testing Center.

Revision and Drafting:

If the student would like to improve their essay grade, they can revise any graded essays up until the beginning of week 14.

Reading and Participation:

Students should come to class prepared, having completed assigned readings before class. Participation includes attentive listening, respectful discussion, collaboration, workshops, and completion of any in-class writing activities.

Technology:

Students are responsible for maintaining access to Blackboard, PJC email, and required course materials. Technology issues do not automatically excuse late work; students should plan ahead and communicate with the instructor before deadlines whenever possible.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is November 12th, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

English A.I. Policy:

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

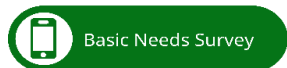
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

- Class announcement
- Blackboard
- Student e-mail

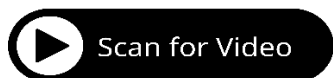
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Each row corresponds to one scheduled Tuesday or Thursday class meeting. Readings listed for a date should be completed before that meeting unless otherwise announced. The schedule is tentative and may be adjusted to meet class needs. Students are responsible for announcements made in class, posted in Blackboard, and sent through official PJC email.

!!!EACH WEEK INCLUDES A BLACKBOARD DISCUSSION!!!

!!!LABS CAN BE COMPLETED AT YOUR OWN PACE, BUT REMEMBER, THEY ARE REQUIRED TO COMPLETE THE COURSE!!!

!!!ALL ASSIGNMENTS ARE DUE BY 11:59PM THE NIGHT OF THE DUE DATE!!!

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 <u>Tuesday</u> 08/25	Syllabus/Introduction The Writing Process	<u>Chapter 1: Reading to Write: Becoming a Critical Reader</u>
<u>Thursday</u> 08/27	The Writing Process	<u>Chapters 2–5: The Writing Process</u>
Week 2 <u>Tuesday</u> 09/01	Autobiographical Writing	<u>Using Narration: Introduction to Chapter 6</u>
<u>Thursday</u> 09/03	Autobiographical Writing	Readings: “The Money,” “My Field of Dreams,” “My Mother Never Worked” Writing Option: Family Relationships
Week 3 <u>Tuesday</u> 09/08	Descriptive Writing Official Reporting Day is 09/09	<u>Using Description: Introduction to Chapter 7</u> If you have not participated in the class before the Official Reporting Day, you will be dropped from the course.
<u>Thursday</u> 09/10	Descriptive Writing	Readings: “Goodbye to My Twinkie Days,” “Shooting an Elephant,” “Stability in Motion” Writing Option: Epiphanies
Week 4 <u>Tuesday</u> 09/15	Using Examples in Writing	<u>Using Exemplification: Introduction to Chapter 8</u> Due: Narrative Essay
<u>Thursday</u> 09/17	Using Examples in Writing	Readings: “I Am Not Proof of the American Dream,” “I’m Your Teacher, Not Your Internet-Service Provider,” “Free Expression in Peril,” “Cutting and Pasting: A Senior Thesis by (Insert Name)” Writing Option: Education
Week 5 <u>Tuesday</u> 09/22	Understanding Cause and Effect in Writing	<u>Using Cause and Effect: Introduction to Chapter 10</u>
<u>Thursday</u> 09/24	Understanding Cause and Effect in Writing	Reading: “Mother Tongue,” “Sex, Lies, and Conversation” Writing Option: Language and Communication
Week 6 <u>Tuesday</u> 09/29	Process Writing	<u>Using Process: Introduction to Chapter 9</u>

<u>Thursday</u> 10/01	County Fair Day No Class	Due: Compare and Contrast Essay
Week 7 <u>Tuesday</u> 10/06	Process Writing	Readings: “How to Spot Fake News,” “Dulce et Decorum Est,” “Ten Ways We Get the Odds Wrong” Writing Option: Exploring or Questioning Conventional Wisdom
<u>Thursday</u> 10/08	Comparison and Contrast	<u>Using Comparison and Contrast: Introduction to Chapter 11</u> Due: Cause and Effect/How I learned... Essay
Week 8 <u>Tuesday</u> 10/13	Comparison and Contrast	Readings: “Trifles,” “A Peaceful Woman Explains Why She Carries a Gun,” “The Storm” Writing Option: Men and Women
<u>Thursday</u> 10/15	Classification and Division in Writing	<u>Using Classification and Division: Introduction to Chapter 12</u>
Week 9 <u>Tuesday</u> 10/20	Classification and Division in Writing	Readings: “Just Walk On By: A Black Man Ponders His Power to Alter Public Space,” “What’s in a Name?,” “On Dumpster Diving,” “Trigger Warnings, Safe Spaces, and Free Speech, Too” Writing Option: Categories that Limit and Stereotype
<u>Thursday</u> 10/22	Using Definition	<u>Using Definition: Introduction to Chapter 13</u>
Week 10 <u>Tuesday</u> 10/27	Using Definition	Readings: “The Hidden Life of Garbage,” “The Embalming of Mr. Jones,” “The Dog Ate My Tablet, and Other Tales of Woe,” “The Ones Who Walk Away from Omelas” Writing Option: Deception or Self-Deception
<u>Thursday</u> 10/29	Argumentation in Writing	<u>Using Argumentation: Introduction, Induction, and Deduction: Introduction to Chapter 14</u>
Week 11 <u>Tuesday</u> 11/03	Argumentation in Writing	Readings: “The Declaration of Independence,” “Photos That Change History,” “What Is Fast Fashion and Why Is It So Bad?,” “Letter from Birmingham Jail” Due: Comparison and Contrast Essay
<u>Thursday</u> 11/05	Argumentation in Writing	Readings: “The Declaration of Independence,” “Photos That Change History,” “What Is Fast Fashion and Why Is It So Bad?,” “Letter from Birmingham Jail” Writing Option: Arguing for a Change

Week 12 <u>Tuesday</u> 11/10	Opposing Arguments and Fallacies	<u>Using Argumentation: Dealing with Opposition and Recognizing Logical Fallacies: Chapter 14</u>
<u>Thursday</u> 11/12	Opposing Arguments and Fallacies Last Day to Drop Classes with a W	Readings: “No, the Rich Don’t Get Rich at the Expense of the Poor,” “Making the Rich Pay More to Care for the Poor Is Common Sense” Writing Option: Defending a Cause or Position
Week 13 <u>Tuesday</u> 11/17	Fiction Novel	Readings: Fahrenheit 451 Part 1
<u>Thursday</u> 11/19	Fiction Novel	Readings: Fahrenheit 451 Part 2 Due: Research Paper
Week 14 <u>Tuesday/Thursday</u> 11/24 & 11/26	Thanksgiving Break No Class	
Week 15 <u>Tuesday</u> 12/01	Fiction Novel	Readings: Fahrenheit 451 Part 3
<u>Thursday</u> 12/03	Test Day	Fahrenheit 451 Test Via Respondus.
Week 16 <u>Tuesday</u> 12/08	Peer Review	Peer Review
<u>Thursday</u> 12/10	Last Day of Class Revision Exam Day	Research Paper Revision Exam Revisions will be done in class.
<u>Friday</u> 12/11	Grades due by 9:00 AM Commencement	

Dual Credit English 1301.730 and .731/Junior English

Fall 2026

Instructor: Karon Jones

Room: 1609

E-mail: joneskd@greenvilleisd.com

Tutoring: Monday, Tuesday, Thursday by appointment.

Course Description:

Dual Credit English III is designed for students to complete both junior-level high school English and the first two semesters (1301 and 1302) of English at Paris Junior College. The goal is to develop and strengthen skills in language arts, both as a reader and a writer. **This class will be an intensive study of and practice in the writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis will be placed on effective rhetorical choices, including audience, purpose, arrangement, and style and focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.** This class covers a combination of fiction and nonfiction texts across a variety of genres. Traditionally, English III focuses on American literature; however, other texts may be explored. Successful completion of this class will result in dual credit for the student. Credits: 3 SCHs.

Textbook: Kirsznner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide* (packed with *Achieve* for labs). 16th ed. Bedford/St. Martin's, 2024 and Hacker *A Pocket with Writing about Literature*. ISBN: 9781319532345

Novel: Instructor's choice. Because this is a college-level class, all assigned texts will be at a college level as specified by Paris Junior College.

Course Goals and Objectives:

The general course goals of 1301 are to have students improve writing abilities and increase proficiency in **critical reading and in writing nonfiction prose** with emphasis on narration, description, exposition, and persuasion. The general purpose of high school junior English is to improve **analytical reading and writing skills** using American literature as a foundation.

Course Requirements and Evaluation

PJC 1301 Required Text and Assignments:

- Minimum of 5 full essays, various modes
- At least one of the 5 full essays should be a documented essay (using 2021 MLA and applying the assessment rubric)
- Final exam Exemptions:
 - Students with 4 or fewer absences and an essay average of 80 or higher may be exempted from the final exam.
 - Remaining students will write a 5th essay at the time of the final and the grade will replace the lowest essay grade of the first 4 essays
 - The 5th essay grade will also count as the final exam grade

- Averages for exempted students will not include a final exam grade
- The exemption is not mandatory; students may choose to write a 5th essay
- LAB (in Blackboard)
 - Will count 15% of the final grade
 - Automatic grading of quizzes and averaging by Blackboard will create a single Lab grade

ENGL 1301 Labs: Online

Lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed **outside of the scheduled classroom time**. The labs **MUST** be completed by the stated due dates. **They will NOT be reopened under ANY circumstances.** Plan ahead and complete them by the scheduled due dates - December 1st. **There are a total of 15 lab items and two diagnostic tests.** Expect to spend, on average, an hour for each of the labs and 30 minutes on each diagnostic test, for a total of **16 hours**.

Completion Requirements:

- Final Score of 70 or above in the class
- TSI Requirement: Reading, 340 +; Writing, 4 or above

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a **grade of "W" is Thursday, November 12th**. The expectation for attendance for GHS is 90%; however, to be successful in this class, attendance and punctuality (avoiding tardiness) is crucial.

Students are responsible for notes and assignments that are missed. **No more than one late paper will be allowed. A late paper will be penalized five points per day and will not be accepted after one week.**

Please keep in mind that these make-up policies apply to extracurricular absences as well.
You are not penalized for an extra-curricular absence.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom. At GHS phones must be completely out of sight and powered off.

No obscene/vulgar language will be permitted in the classroom.

Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook. (Both the PJC and GHS student handbooks are on the schools' websites.)

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in **honest academic endeavor to the highest degree of honor and integrity**. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others, including the use of AI without proper documentation will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the Vice President of Student Access and Success for disciplinary action, such as dismissal from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903.782.0211.

Artificial intelligence (AI) English

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever

(100.4°F or higher). You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below. Changes will be posted in Google Classroom.

Mental Health Conditions

Mental health conditions are common and treatable.

Suicide is preventable.

A suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.

4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.

5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of **oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.**

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate **Communications Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate **Team Work**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) Language and apply correct forms of English that is most widely accepted as clear and proper
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to an audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluations:

Writing assignments, in-class writing or editing workshops, group work, class discussions, tests and quizzes, lecture/notes, and reading assignments.

Course Policies Concerning Essays:

Essay Assignments: All essays/writing assignments should be submitted by the beginning of the class in which the assignment is due. Submit as a Word or Google Doc attachment.

A research paper turned in without proper documentation (works cited page OR parenthetical citation) will receive a zero. Such an act constitutes plagiarism and will be subject to the above consequences.

Peer Review Assignments:

There will be an in-class peer review exercise for each assigned essay. These scheduled peer review exercises count as quiz grades.

A research paper submitted without a works cited page (in MLA format) and/or without parenthetical citations constitutes plagiarism and will be subject to the above consequences. The paper grade will be a zero.

GHS Classroom Procedures:

- **Cell phones:** Cell phones or any other electronic devices are not allowed to be on during the academic day. They must be powered off and stored away. The specifics and consequences are covered in the Student Handbook and Code of Conduct.
- **Absences:** It is your responsibility to find out what you missed after an absence. Please ask a classmate for assistance to overcome missing assignments]. At the end of class, I will dismiss you. Please do not start gathering your belongings until instructed to do so.
- **Daily objectives and expectations will be in Google Classroom.** Some work will be done through Google Classwork. Other assignments will be on paper or in your notebook. **Make up work:** All make up work must be completed within 2 days of returning to school unless you have personally obtained an extension from your teacher for extenuating circumstances.
- **Late work:** All late work may be subjected to a point deduction, especially if it is habitual.
- **Starting & finishing class:** With rare exceptions, you will have an assignment on the board when class begins. I should not have to ask you to begin this assignment.
- **Cheating** - I believe that your ideas are important—use them. If you borrow from others' work, document appropriately. Avoid plagiarism. Cheating carries an automatic zero; cheating includes presenting someone else's work or work from an online or offline source as your own, assisting others in cheating, copying from a classmate or online or offline source, or any other means of dishonestly gaining an unfair advantage on any classroom assignment.

Grading Policy: Grades for each grading period will be calculated according to the following percentages:

Essays and Projects: 70%

Lab: 15%

Peer Reviews, daily assignments: 15%

Both the final exam and the documented argumentative essay are required. Evaluation rubrics are posted in Google Classroom for each writing assignment.

GHS AI Policy

In addition to Paris Junior College's expectations regarding AI, the following is true for GHS:

You may use AI programs e.g. ChatGPT in ethical ways in this classroom; in fact, we will explore many ethical uses throughout the course. However, you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Beware that use may also stifle your own independent thinking and creativity. **You may not submit any work generated by an AI program as your own.** Any unethical use of AI, submitting the ideas or text as your own, is covered under the Academic Honesty statement above. **These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work.**

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. **It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form.** For more information, please refer to the Paris Junior College Catalog or Student Handbook. Accommodation requests must be filed with PJC for dual credit classes; **GHS accommodations do not apply to dual credit classes.**

Tentative Course Schedule/Outline (subject to change):

First 9 Weeks: August 17- October 16:

Celebrating Differences: Reading/Writing with an Analytical Perspective and Pre-Colonial and Colonial America

Standards of focus:

- Language Usage: Vocabulary / Literary Conventions
- Reading and Analyzing Literature
- Reading and Analyzing Informational Text
- Speaking & Listening
- Narrative and Descriptive Writing

Patterns of College Writing: 29-47, 97-101, 151-159,

Assignments:

- Focused Notes
- Personal Narrative Essay #1
- Various Content Assignments
- Descriptive Essay #2
- Grammar & conventions practice through daily Bell Ringers
- Required Labs (PJC)

Literature:

- *The Extraordinary Life of Sam Hell*, a narrative/descriptive novel
- Literature, Speeches, Historical Documents
 - [“The World on the Turtle’s Back”](#)
 - Indigenous Mythology - Assignment
 - Snippets of Day-to-Day Life in Colonial Times
 - [“Discovering Columbus” - non-fiction](#)
 - [“Speech in the Virginia Convention” 1775 - speech](#)
 - [“The Declaration of Independence” 1776 -document](#)

Second 9 Weeks: October 19- December 18:

Celebrating Differences: Reading/Writing with an Analytical Perspective on War and the American Renaissance

Standards of focus:

- Language Usage: Vocabulary / Literary Conventions
- Reading and Analyzing Literature:
- Reading and Analyzing Informational Texts
- Speaking & Listening
- Argumentative Research

Patterns of College Writing: 519-545, 201-206, 209-210,

Assignments:

- Argumentative Essay #3
- Demonstrating elements of research Essay #4 (MLA 2021)
- Various assignments related to the novel; Essay #5 (timed)
- Collaborative work on selected pieces (examples listed below)
- Grammar & conventions practice through daily Bell Ringers
- Required Labs (PJC)

Literature:

- Selected works
 - [“Ain’t I a Woman?” Sojourner Truth](#)
 - Excerpts: Harriet Tubman and Loretta Velasquez
 - [“The Devil and Tom Walker”](#) by Washington Irving
 - various pieces “Self-Reliance” by Ralph Waldo Emerson;
 - “Walden by Henry David Thoreau
 - [“The Minister’s Black Veil”](#) by Nathaniel Hawthorne
 - from [“What the Black Man Wants”](#) by Fredrick Douglass
 - Edgar Allan Poe – individual choice/annotation

NOTE: The contents of this syllabus are subject to change. Should a change be made, students will be notified and a new syllabus will be posted in Google Classroom.

ENGL 1302.10H0
Composition II
(8-Weeks) Fall 2026

Instructor:	Charles Conrad Martin	Meeting Location:	Math & Science: Room 112
Office:	Paris/MS/111M	Meeting Days:	Tuesday/Thursday
Phone:	Ext. 1485	Meeting Times:	11:00 AM – 12:15 PM
Email:	cmartin@parisjc.edu	Office Hours:	M/W: 9:30AM – 12:30PM; T/R: 7:00 AM – 9:00 AM

Course Description:

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Credits: 3 SCH; this 8-week section completes the equivalent required lecture contact hours on an accelerated schedule. Required online lab assignments are completed outside scheduled classroom time.

TSI Requirement: A score in the range of 945–990 on the ELAR CRC Test and a score of at least 5 on the Essay Test or an ELAR CRC Test score.

Prerequisite(s): Successful completion of ENGL 1301 or its equivalent.

Required Textbook(s) and Materials:

- Schilb, John and John Clifford. *Arguing about Literature: A Guide and Reader*. 4th ed. Bedford/St. Martin's, 2024. ISBN: 9781319532048.
- Any current MLA style handbook or reliable online MLA source, such as the Purdue OWL MLA Formatting and Style Guide:
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html
- Reliable access to Blackboard, PJC email, a word processor capable of MLA formatting, and a way to save/submit files in the required format.

Syllabus, Campus-Wide Access Program

Dragon Now Course Material Information:

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital **eBook accessed through the My Materials link in Blackboard**. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below **by**:

- **Fall Main & Flex 1 Term: 9/11/2026**
- **Flex 2 Term: 10/28/2026**
- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

To ensure that you have all appropriate school and class materials and resources, please refer to PJC's [**IT Checklist**](#).

Course Goals and Objectives

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Course Focus:

This course emphasizes fiction (short story, poetry, and drama), literary analysis and criticism, research, MLA documentation, and research-based expository and persuasive writing. Students will practice close reading, source evaluation, synthesis, argumentation, and revision as part of an ethical academic research process.

Required Core Objectives - Student Learning Outcomes (Core Curriculum-Level):

- Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Demonstrate Team Work--to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- Demonstrate Personal Responsibility--to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

- Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
- Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
- Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1302 Course-Level):

Upon successful completion of this course, students will:

- Demonstrate knowledge of individual and collaborative research processes.
- Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
- Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
- Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
- Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.).

Course Requirements and Evaluation**Required Activity:**

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

ENGL 1302 Labs (Online):

Online lab assignments are a required component for all ENGL 1302 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under **ANY** circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours.

Rubrics

Students will complete a minimum of four full essays connected to the course's literary and research units. Required essay types include a Critical Evaluation Essay, a Synthesis Essay, an Analysis Essay, and a Research Argumentation Essay using MLA documentation and the course assessment rubric. Major writing assignments will emphasize short story, poetry, drama, literary criticism, research, ethical source use, synthesis, argumentation, and revision.

Course Grade Weight Rubric:

Category	Value	Description
Critical Evaluation Essay	15%	A 2 – 3-page essay that judges the strengths, weaknesses, and overall value of a text using clear facts and solid proof
Analysis Essay	15%	A 2 – 3-page essay that breaks down a complex text into smaller parts to examine how those pieces work together to create meaning
Research Essay	30%	A 4 – 6-page Research Argumentation Essay required for non-exempt students and optional for exempted students choosing to write it. Exempted students will not have a final exam grade included in the course average.

Category	Value	Description
Labs	15%	Required online lab assignments and diagnostics averaged by Blackboard into a single LAB grade.
Attendance, Participation, and Discussion	10%	Do the Readings, show up, and participate in class and on discussion boards.
Synthesis Essay	15%	A single page essay in which the student will combine and analyze information from multiple sources to support a single, unified main idea or argument

Essay Assessment Rubric:

Criterion	Value	Description
Thesis, Argument, and Purpose	20%	Clear interpretive or argumentative claim; focused response to the assignment; purposeful rhetorical choices.
Literary Analysis and Critical Thinking	20%	Careful reading of short fiction, poetry, and/or drama; insightful interpretation; logical reasoning and evaluation.
Research, Evidence, and Source Synthesis	20%	Relevant primary and secondary evidence; effective synthesis; ethical source integration and support.
Organization and Coherence	15%	Effective introduction, body structure, conclusion, paragraphing, transitions, and logical arrangement.
Style, Audience, and Credibility	10%	Academic tone, sentence variety, precise language, and style appropriate to audience, purpose, and literary argument.
MLA Documentation	10%	Accurate MLA format, in-text citations, quotation/paraphrase integration, and Works Cited when required.
Edited American English / Mechanics	5%	Grammar, punctuation, spelling, usage, and proofreading consistent with college-level writing.

Grading Scale: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 0-59.

Final Exam Essay Exemptions:

- Students with 4 or fewer absences and an essay average of 80 or higher may be exempted from the final exam.
- Remaining students will write a 4th essay at the time of the final, and the grade will replace the lowest essay grade of the first 3 essays.

- The 4th essay grade will also count as the final exam grade.
- Averages for exempted students will not include a final exam grade; the remaining grade categories will be used to calculate the course average.
- The exemption is not mandatory; students may choose to write the 4th essay.

Course Policies

Submission Format:

Unless otherwise stated, essays must be typed in 12 pt. Times New Roman font style, double-spaced, formatted according to MLA guidelines, and submitted through Blackboard via an uploaded Word Document by the posted deadline. Students should save backup copies of all drafts and submissions.

Late Work:

Assignment deadlines are firm. Unless an extension has been approved before the deadline. Online lab due dates are governed by the ENGL 1302 lab policy and will not be reopened under any circumstances.

Research and Documentation:

Students are responsible for ethical research practices, accurate MLA citation, careful source evaluation, and clear distinction between their own ideas and the ideas, language, or media of others. Research work may require drafts, source notes, conferences, or process materials in addition to the final paper.

Revision and Drafting:

If the student would like to improve their essay grade, they can revise any graded essays up until the beginning of week 7.

Exams:

All quizzes or exams must be taken in class or arranged to be taken online via Blackboard Respondus Monitoring with a camera. Some make-up work may be required at a Paris JC Testing Center.

Reading and Participation:

Students should come to class prepared, having completed assigned readings before class. Participation includes attentive listening, respectful discussion, collaboration, workshops, and completion of any in-class writing activities.

Technology:

Students are responsible for maintaining access to Blackboard, PJC email, and required course materials. Technology issues do not automatically excuse late work; students should plan ahead and communicate with the instructor before deadlines whenever possible.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is October 1st, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

English A.I. Policy:

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

- Class announcement
- Blackboard
- Student e-mail

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

This accelerated 8-week schedule covers the same required content and assignments as a 16-week section. Each row corresponds to one scheduled Tuesday or Thursday class meeting; readings listed for a date should be completed before that meeting unless otherwise announced. The schedule is tentative and may be adjusted to meet class needs. Students are responsible for announcements made in class, posted in Blackboard, and sent through official PJC email.

!!!LABS CAN BE COMPLETED AT YOUR OWN PACE, BUT REMEMBER, THEY ARE REQUIRED TO COMPLETE THE COURSE!!!

!!!ALL ASSIGNMENTS ARE DUE BY 11:59PM THE NIGHT OF THE DUE DATE!!!

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 <u>Tuesday</u> 08/25	Introduction to the Class	<u>"What Is Argument?" (Chapter 1)</u> Beginning of Course Discussion Board is Open.
<u>Thursday</u> 08/27	Literary Arguments	<u>"Writing Effective Arguments" (Chapter 2)</u> <u>"How to Argue about Literature" (Chapter 3)</u>
Week 2 <u>Tuesday</u> 09/01	Poetry Focus Official Reporting Day	<u>"The Reading Process" (Chapter 4)</u> <u>"The Writing Process" (Chapter 5)</u> <u>"Writing about Literary Poems" (Chapter 6)</u> Due by 08/31 before 11:59PM: Beginning of Course Discussion Board If you have not participated in the class before the Official Reporting Day, you will be dropped from the course.
<u>Thursday</u> 09/03	Poetry Focus	Readings: "Forgiving My Father," "Those Winter Sundays," "My Papa's Waltz," "My Father, In Heaven, Is Reading Out Loud," "Daddy," "From Plath's Incarnations," "From Sylvia Plath: A Critical Study"
Week 3 <u>Tuesday</u> 09/08	Drama Focus	Readings: "POOF!"
<u>Thursday</u> 09/10	Drama Focus	Readings: "Antigone," "Inmates' Hunger Strikes Take Powerful Stands Against Injustice" Due: Poetry Evaluation Essay
Week 4 <u>Tuesday</u> 09/15	Short Story Focus	<u>"Writing about Stories" (Chapter 6)</u>
<u>Thursday</u> 09/17	Short Story Focus	Readings: "Araby," "Yellow Woman," "The Love of My Life," "A Rose for Emily." Due: Literary Analysis Essay
Week 5 <u>Tuesday</u> 09/22	Critical Lenses	<u>Writing with Critical Approaches to Literature</u>

<u>Thursday</u> 09/24	Critical Lenses	Readings: “Counterparts,” “Eveline”
Week 6 <u>Tuesday</u> 09/29	Researching	<u>“Writing Researched Arguments” (Chapter 7)</u>
<u>Thursday</u> 10/01	Researching Last Day to Drop Class with W	Readings: Readings: “The Masque of the Red Death,” “Super-Rich jet off to Disaster Bunkers Amid Coronavirus Outbreak,” “Liar!,” “A.I. Is Not Sentient. Why Do People Say It Is?” Due: <u>Research and Argumentation Essay</u>
Week 7 <u>Tuesday</u> 10/06	Creating Literary Connections: Short Stories	Readings: “The Tell-Tale Heart,” “Clean,” “A Good Man Is Hard To Find,” “From Mystery and Manners,” From ‘One of My Babies’: The Misfit and the Grandmother”
<u>Thursday</u> 10/08	Creating Literary Connections: Poetry	Readings: “Death Be Not Proud,” Do Not Go Gentle Into That Good Night,” Because I Could Not Stop For Death,” “The Road Not Taken,” “From the Road Not Taken: Finding America In The Poem Everyone Loves and Almost Everyone Gets Wrong” End of Course Discussion Board is Open.
Week 8 <u>Tuesday</u> 10/13	Final Exam	Due: <u>Synthesis Essay Exam</u>
<u>Thursday</u> 10/15	Last Day	<u>Class Reflection</u> Due: <u>End of Course Discussion Board</u>
<u>Friday</u> 10/16	Grades Due by 9:00AM	

DMSO-1342.10A0
INTERMEDIATE ULTRASOUND PHYSICS
Fall 2026

Instructor: Hector Martinez
Office: WTC-1103
Phone: 903-782-0734
Email: hmartinez@parisjc.edu

Meeting Location: WTC1106
Meeting Days: Wednesday
Meeting Times: 8:00am – 12:00pm
Office Hours: Scheduled Only

Course Description:

Continuation of Basic Ultrasound Physics. includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis.

Credits: SCH = 2 lecture and 4 laboratory hours per week, from approved course list

Prerequisite(s):
DMSO 1302
DMSO 2351

Required Textbook(s) and Materials:

Understanding Ultrasound Physics
ISBN 9780962644450

Course Goals and Objectives:

1. Describe pulse-echo principles and actions.
2. Identify instrument options and transducer selection.
3. Identify common image artifacts; and describe potential bioeffects

Course Requirements and Evaluation:

In order to pass DMSO 1342, the student must complete all objectives and achieve a final average grade of 75 or higher:

Exams 50%
Quizzes 30%
Final Exam 10%
Lab Assignments 10%

The weighted average of the exams (unit and final) MUST be 75.0% or greater before ANY other course grades are averaged to compose the final grade. If the weighted exam average is below 75.0%, the student will receive the grade of "D", or lower for the course regardless of any other grade(s).

If you miss an exam, you must contact the instructor as soon as possible. Make-up exams may be an alternate examination and must be completed by the next scheduled class day.

Missed quizzes cannot be made up and will result in a grade of zero.

Students who have unsatisfactory progress in classroom will be given written notification and a plan for remediation will be completed. A plan will be recommended to improve future grades. No extra credit will be offered.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student.

The last day to withdraw with a grade of "W" will be November 12, 2026.

Diagnostic Medical Sonography students will follow the absence and tardy policies of Paris Junior College as discussed in the school catalog, with the following modifications because of the nature of diagnostic sonography:

- 1. During inclement weather on classroom days, the student must make his/her own decision regarding safety for travel to school. A student who decides not to attend clinical because of inclement weather will receive an absence unless official notification by the college has been made that classes are closed.*
- 2. Students missing 60 minutes or less of classroom during a given day will receive a tardy. Students missing more than 60 minutes will be given an absence. A tardy or absence such as arriving late or leaving early may occur at any point during the day.*
- 3. Three (3) tardies = one (1) absence.*
- 4. Permission to enter the classroom will be left to the discretion of the classroom instructor.
A. Students must demonstrate accountability. If a student reports to the classroom with an illness which may pose a threat to others, he/she will be dismissed from the classroom and will receive an absence.*
- 5. Students who are absent will be required to make up lab hours if required.
A. Should the student miss the make-up hours it will be considered an absence.*
- 6. Students missing any time after three (3) absences per course per semester must, upon return to school, make a request to the Program Coordinator or the Director of Health Occupations, to discuss absences and meet with the extenuating circumstance committee. The student must provide supporting evidence to validate the necessity of the absence*

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.
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It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

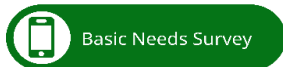
1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time, when changes are made students will be informed of the changes by updates in Blackboard and in class notification.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8/26 Week 1	Welcome Back! Artifacts	EDELMAN – Chapter 21
9/2 Week 2	Continue Chapter 21	Artifacts Assignment
9/9 Week 3	Quality Assurance	Quiz #1 (Chapters 21) BEGIN PREPRY Assignments Edelman Chapter 22-Quality Assurance Writing Assignment- Importance of QA
9/16 Week 4	Sonographers in the Clinical Setting Bioeffects	EDELMAN – Chapter 23/24
9/23 Week 5	Review Chapters 1-24	Quiz # 2 (Chapter 21-24)
9/30 Week 6	Exam / Review	Begin Review of Ultrasound Physics Chapters 1-24
10/7 Week 7	Review Outline Due	URR/ PREPRY
10/14 Week 8	Exam	Exam 2 / URR
10/21 Week 9	Review	Review Assignments URR / Assign Study Methods
10/28 Week 10	Exam	Exam 3 / URR
11/04 Week 11	Mock SPI	Review / Mock SPI Attempt
11/11 Week 12	URR	Continuation review of URR
11/18 Week 13	Complete Overview	Complete Overview
11/25 Week 14	CAMPUS CLOSED	THANKSGIVING WEEK
12/2 Week 15	Review	Review
12/07-12/09 Week 16	Finals	Final Exam

You will be expected to read the assigned content from the chapters before each class. Please reference your content sections, because it may not always be necessary to read the entire chapter. Expect a quiz each week. Missed quizzes result in a ZERO grade. Each exam may be comprehensive.

Biol 1406 40A0
Biology for Science Majors I
Fall 2026

Instructor: Dr. Jeanmarie Stiles

Office: GC 208

Phone: 903-457-8717

Email: jstiles@parisjc.edu

Office Hours: MTWR 11-1:30. Please email before visiting the Greenville Center to schedule an appointment.

Meeting Location: GC 218 Lect - GC 214 Lab

Meeting Days: MW Lec and TR Lab

Meeting Times: 8:00-9:15 pm Lec and Lab

Course Description:

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Recommended prerequisite: MATH 1314 or 1414 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Brooker: Connect for Biology 6e**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

In addition to the McGraw-Hill resources, you will need a binder with loose leaf paper, a pen, pencil, fine tipped black sharpie marker and a dry erase marker. Bring a scantron form #882e and your pencil to every test and quiz. Scantrons can be purchased at the PJC Book Store.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Describe the characteristics of life.
2. Explain the methods of inquiry used by scientists.
3. Identify the basic requirements of life and the properties of the major molecules needed for life.
4. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
5. Describe the structure of cell membranes and the movement of molecules across a membrane.
6. Identify the substrates, products, and important chemical pathways in metabolism.
7. Identify the principles of inheritance and solve classical genetic problems.
8. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
9. Describe the unity and diversity of life and the evidence for evolution through natural selection.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
2. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.

3. Communicate effectively the results of scientific investigations.
4. Describe the characteristics of life.
5. Explain the methods of inquiry used by scientist.
6. Identify the basic properties of substances needed for life.
7. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
8. Describe the structure of cell membranes and the movement of molecules across a membrane.
9. Identify the substrates, products, and important chemical pathways in metabolism.
10. Identify the principles of inheritance and solve classical genetic problems.
11. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
12. Describe the unity and diversity of life and the evidence for evolution through natural selection.

Course Requirements and Evaluation:

Students will be given the following opportunities to demonstrate knowledge of class material:

Lecture & Lab:	Lecture exams (5) & final exam	6 tests x 90 pts = 540 pts
	Lecture activities	15 homework x 10 pts = 150 pts
		Online quiz = 10 pts
	Lab activities and quizzes	= 260 pts
	Group project: Scientific Inquiry	= 40 pts
	Total	1000 pts

Grading Scale:

Points	Letter Grade
900 - 1000	A
800 – 899	B
700 – 799	C
600 – 699	D
0 – 599	F

There will be several major exams and one comprehensive final exam. Lecture assignments, such as McGraw-Hill Connect homework, quizzes, written assignments, and video or journal reviews will also be included in your grade. Lecture average is 70%, and laboratory work accounts for 30% of your total course grade. The lecture exams will include multiple choice, true-false, matching and subjective questions (critical thinking, essay, and short answer) over class notes, text readings, and any additional outside reading that may be assigned. About 50% to 80% of the points awarded on exams may come from subjective questioning (essay, short answer, and completion).

Entering Your Course: This course utilizes the McGraw-Hill (MGH) Connect platform to deliver many assignments. Most of these MGH Connect assignments are linked for you in Blackboard

under the Content tab. Your first task is to click on a MGH link, then you will be directed to Connect where you must register for the MGH Connect course. How to register is described in detail under the Start Here folder in Blackboard. Once you have registered in MGH Connect you will be able to complete the Connect orientation assignment. In addition, you must **complete the syllabus quiz before the college official reporting Day (ORD), Sept. 9th, to be counted as present in the course. If you have not completed this assignment before this date it is college policy for you to be dropped from the course.**

When registering in MGH Connect, enter your PJC e-mail and select a password. Here is a link to set up your PJC email if you do not have yours activated yet:

<http://www.parisjc.edu/pjc2/main/activate-dragonmail/>

Mid-Term Grades: PJC instructors are required to enter mid-term grades during the ninth week of the semester. Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff. Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working. Please meet with your instructor if you are concerned about your grades at mid-term.

Make-Up Work: If you miss a major exam due to an emergency, at the instructor's discretion, you may be allowed to take a comprehensive make-up exam near the end of the semester. You are only allowed to miss one exam. If you are aware of a pending absence from class, notify your instructor as early as possible. You may be able to take the exam early with instructor approval. If permitted, it is the student's responsibility to schedule a makeup exam with the instructor during the instructor's office hours.

Stay well ahead of due dates so when the unexpected occurs, you will be able to submit assessments by the due date. However, if an unanticipated emergency arises and you are unable to submit an exam/assignment as scheduled, email your instructor with documentation and an explanation within 48 hours of the posted due date. At the instructor's discretion and with a 3 percent deduction per day, you may be given permission to submit homework assignments and quizzes up to two weeks late.

All online assignments are open for you to complete, so work ahead, especially if you anticipate a scheduling conflict. Late assignments and exams will not be accepted two weeks prior to the final exam. Under no circumstances may the final exam be taken late. Most lecture assignments must be completed by using the links provided in Blackboard to enter McGraw Hill's Connect.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Every student should come to class prepared to interact with the instructor and other students by listening, discussing, questioning, and taking notes relating to the topic at hand.

Rules for ALL Written Assignments

1. 12 pt type
2. Times New Roman Font
3. Double space
4. Full citation both in the paper and a reference page (APA)
5. 1 in margins

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of “W” is Thursday, November 12th.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Course Communication: Outside of the classroom, Bb messages is the preferred method of communication. Secondly, your official PJC email may be used and should include your full name and course number with all correspondences. You can expect a reply to your email within 24 hours, Monday - Thursday 8:00 am – 3:00 pm.

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

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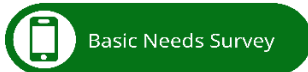
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Syllabus Subject to Change

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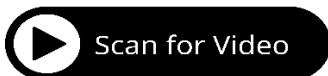
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Course Schedule:

Due 1 pm	Unit	Lesson	Lecture	Lab
8/27		Start Here folder	#1 Assignment: Syllabus Quiz Connect Orientation Assignment	
9/9		Start Here folder	Brainstorming activity	
9/9	1	1	Ch 1: Intro to Biology	Lab Safety
9/9	1	2	Ch 2: Chemistry I Chemistry activity	Metric System Metric Quiz
9/9	1	3	Ch 3: Chemistry II	Microscope Microscope Quiz
9/10	1		Unit 1 exam (Ch 1-3)	
9/23	2	4	Ch 4: Cells	Cells Cell Quiz
9/23	2	5	Ch 5: Membranes	Passive/Active Transport Quiz
9/23	2	6	Ch 6: Energy Enzymes activity	Biotech Lab
9/24	2		Unit 2 exam (Ch 4-6)	
10/7	3	7	Ch 7: Cell Respiration Cell respiration activity	Biotech lab
10/7	3	8	Ch 8: Photosynthesis	Photosynthesis Photosynthesis Quiz
10/8	3		Unit 3 exam (Ch 7-8)	
10/21	4	9	Ch 9: Cell Communication	Biotech Lab
10/21	4	10	Ch 16: Cell Cycle	Cell Cycle Cell Cycle Quiz
10/21	4	11	Ch 17: Inheritance	Genetics I & II Genetics Quiz
10/22	4		Unit 4 exam (Ch 9, 16, 17)	
11/11	5	12	Ch 11: DNA	Biotech Lab
11/11	5	13	Ch 12: Gene Expression I	Biotech Lab
11/11	5	14	Ch 14: Gene Expression III	Biotech Lab
11/11	5	15	Ch 15: Mutation	Biotech Lab
11/12	5		Unit 5 exam (Ch 11, 12, 14, 15)	

11/19		Group Project folder	Scientific Inquiry Group Project	Discuss Group Projects
12/2	6	16	Ch 18: Epigenetics	Biotech Lab
12/2	6	17	Ch 20: Developmental Genetics	Biotech Lab
12/2	6	18	Ch 21: Genetic Technologies	Biotech Lab
12/3	6	18	Unit 6 online quiz (Ch 18, 20-21)	Review for final exam
			Comprehensive final exam is 8-9:15 Monday, Dec.7	

Dual Credit and AP4 Senior English 2322.730

Senior English

Fall 2026

Instructor: Karon Jones

Room: 1609

E-mail: joneskd@greenvilleisd.com

Tutoring Hours: Monday and Thursday by appointment

Course Description:

Dual Credit English IV is designed for students to complete both senior level high school English and the second two semesters (2322 and 2323) of English at Paris Junior College. Dual Credit English IV is designed for students to develop and strengthen their skills in language arts, both as a reader and a writer. **This class will be a survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.** Students will also strengthen writing skills by producing carefully crafted projects and research papers. Traditionally, English IV focuses on British literature; however, other texts may be explored. The coursework is designed to help students master both the TEKS/ELA Standards and College and Career Readiness Standards.

Completion Requirements:

- Final Score of 70 or above in the class
- TSI Requirement: Reading, 340 +; Writing, 4 or above

Textbook:

Greenblatt, Stephen, eds. et al. The Norton Anthology of English Literature: Shorter 11th Edition, Volume 1. New York: Norton, 2024. ISBN#978-1-324-06292-9

Novel of Instructor's Choice. Because this is a college-level class, all assigned texts will be at a college level as specified by Paris Junior College.

Any MLA style book or online source, like Purdue Owl.

Required Assignment

Research paper, utilizing MLA documentation and applying the assessment rubric.

First Assignment:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a **grade of "W" is Thursday, November 12th**. The expectation for attendance for GHS is 90%; however, to be successful in this class, attendance and punctuality (avoiding tardiness) is crucial.

Students are responsible for notes and assignments that are missed. **No more than one late paper will be allowed. A late paper will be penalized five points per day and will not be accepted after one week.**

Please keep in mind that these make-up policies apply to extracurricular absences as well. You are not penalized for an extra-curricular absence.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom. At GHS phones must be completely out of sight and powered off.

No obscene/vulgar language will be permitted in the classroom.

Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook. (Both the PJC and GHS student handbooks are on the schools' websites.)

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in **honest academic endeavor to the highest degree of honor and integrity**. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others, including the use of AI without proper documentation will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the Vice President of Student Access and Success for disciplinary action, such as dismissal from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903.782.0211.

Artificial intelligence (AI) English

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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1. Your symptoms are getting better overall, and
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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below. Changes will be posted in Google Classroom.

Mental Health Conditions

Mental health conditions are common and treatable.

Suicide is preventable.

A suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.

Course Requirements and Evaluations:

Writing assignments, in-class writing or editing workshops, group work, class discussions, tests and quizzes, lecture/notes, and reading assignments.

Course Policies Concerning Essays:

Essay Assignments: All essays/writing assignments should be submitted by the beginning of the class in which the assignment is due. Submit as a Word or Google Doc attachment.

A research paper turned in without proper documentation (works cited page OR parenthetical citation) will receive a zero. Such an act constitutes plagiarism and will be subject to the above consequences.

Peer Review Assignments:

There will be an in-class peer review exercise for each assigned essay. These scheduled peer review exercises count as quiz grades.

A research paper submitted without a works cited page (in MLA format) and/or without parenthetical citations constitutes plagiarism and will be subject to the above consequences. The paper grade will be a zero.

GHS Classroom Procedures:

- **Cell phones:** Cell phones or any other electronic devices are not allowed to be on during the academic day. They must be powered off and stored away. The specifics and consequences are covered in the Student Handbook and Code of Conduct.
- **Absences:** It is your responsibility to find out what you missed after an absence. Please ask a classmate for assistance to overcome missing assignments]. At the end of class, I will dismiss you. Please do not start gathering your belongings until instructed to do so.
- **Daily objectives and expectations will be in Google Classroom.** Some work will be done through Google Classwork. Other assignments will be on paper or in your notebook. **Make up work:** All make up work must be completed within 2 days of returning to school unless you have personally obtained an extension from your teacher for extenuating circumstances.
- **Late work:** All late work may be subjected to a point deduction, especially if it is habitual.
- **Starting & finishing class:** With rare exceptions, you will have an assignment on the board when class begins. I should not have to ask you to begin this assignment.
- **Cheating** - I believe that your ideas are important—use them. If you borrow from others' work, document appropriately. Avoid plagiarism. Cheating carries an automatic zero; cheating includes presenting someone else's work or work from an online or offline source as your own, assisting others in cheating, copying from a classmate or online or offline source, or any other means of dishonestly gaining an unfair advantage on any classroom assignment.

Grading Policy: Grades for each grading period will be calculated according to the following percentages:
Essays and Projects: 70%

Lab: 15%

Peer Reviews, daily assignments: 15%

Both the final exam and the documented argumentative essay are required.
Evaluation rubrics are posted in Google Classroom for each writing assignment.

GHS AI Policy

In addition to Paris Junior College's expectations regarding AI, the following is true for GHS:

You may use AI programs e.g. ChatGPT in ethical ways in this classroom; in fact, we will explore many ethical uses throughout the course. However, you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Beware that use may also stifle your own independent thinking and creativity. **You may not submit any work generated by an AI program as your own.** Any unethical use of AI, submitting the ideas or text as your own, is covered under the Academic Honesty statement above. **These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work.**

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. **It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form.** For more information, please refer to the Paris Junior College Catalog or Student Handbook. Accommodation requests must be filed with PJC for dual credit classes; **GHS accommodations do not apply to dual credit classes.**

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.

4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.

5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Foundational Component Area: Language, Philosophy, and Culture

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate **Communications Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate **Team Work**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 2322 Course-Level):

1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in **honest academic endeavor to the highest degree of honor and integrity**. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action, such as dismissal from the college. **The students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup**

work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

A research paper submitted without a works cited page (in MLA format) and/or without parenthetical citations constitutes plagiarism and will be subject to the above consequences. The paper grade will be a zero.

GHS AI Policy

In accordance with the institution's Academic Honesty Policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

You may use AI programs e.g. ChatGPT in ethical ways in this classroom; in fact, we will explore many ethical uses throughout the course. However, you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Beware that use may also stifle your own independent thinking and creativity. **You may not submit any work generated by an AI program as your own.** Any unethical use of AI, submitting the ideas or text as your own, is covered under the Academic Honesty statement above. **These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work.**

Course Policies:

Essay Assignments: All essays/writing assignments should be submitted by the beginning of the class in which the assignment is due. Submit as a Word or Google Doc attachment.

The student will be required to complete reading assignments, participate in class group discussions, write research papers over assigned topics, present oral research projects as part of an assigned group, and perform satisfactorily on daily assignments/products. He/She will take exams concerned with ideas presented by literature, techniques discovered in the literature, biographical information on authors, and historical perspective.

PJC Required Text and Assignments:

- Research projects, utilizing 2021 MLA documentation and applying the assessment rubric
- Oral Presentations
- Novel Selections
- Daily Assignments

First 9 Weeks: August 17 - October 16

Reading/Writing with an Analytical Perspective and The Middle Ages and 14th Century Brit Lit

Standards of focus:

- Language Usage: Vocabulary / Literary Conventions
- Reading and Analyzing Literature
- Reading and Analyzing Informational Text
- Speaking & Listening
- Writing in Response - 2 essays will be due this 9 weeks.

Assignments:

- Focused Notes
- Various Content Related Assignments
- Research Paper/Process (MLA 2021): Six Elements of the Epic/student choice of literary epic tales
- Grammar & conventions practice through daily Bell Ringers

Literature:

The Great Greeks: Socrates, Plato, Aristotle, Euripides
Various early world literature pieces

- Literature, Poetry
 - ["The Dream of the Rood"](#)
 - Epic Qualities: ["Beowulf"](#)
 - ["Sir Gawain and the Green Knight"](#)
 - Dante's Inferno*

Second 9 Weeks: October 17- December 18

**Reading/Writing with an Analytical Perspective and the 15th through the 18th Centuries
Brit Lit**

Standards of focus:

- Language: (Vocabulary and Conventions)
- Reading and Analyzing Literature
- Reading Informational
- Speaking & Listening
- Argumentative Strategies and Research Methods (MLA 2021)

Assignments:

- Argumentative Essay (MLA 2021)
- Critical Evaluation Essay (MLA 2021)
- Various assignments related to the literature
- Collaborative work on selected pieces
- Grammar & conventions practice through daily Bell Ringers
- PJC Required Labs

Literature:

- *Frankenstein*
- Selected works
 - Chaucer - "Canterbury Tales" (*The Knight* - movie clips)
 - Fabliau - "The General Prologue"
 - "The Miller"
 - "The Wife of Bath"
 - "Legend of King Arthur" - [notes](#)
 - Shakespeare's "Othello" - the play

Course Schedule/Outline (subject to change):

I have received a copy of this syllabus and agree to abide by the expectations of both PJC and GHS as set forth in the syllabus.

Name:

Date:

ENGL 2322.10N0/64N0
British Literature I
(16 Weeks) Fall 2026

Instructor:	Charles Conrad Martin	Meeting Location:	Math & Science: Room 116/BlackBoard Collaborate
Office:	Paris/MS/111M	Meeting Days:	Monday/Wednesday
Phone:	Ext. 1485	Meeting Times:	8:00 AM – 9:15 AM
Email:	cmartin@parisjc.edu	Office Hours:	M/W: 9:30AM – 12:30PM; T/R: 7:00 AM – 9:00 AM

Course Description:

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Credits: 3 SCH = 3 lecture hours and 0 laboratory hours per week.

TSI Requirement: A score in the range of 945–990 on the ELAR CRC Test and a score of at least 5 on the Essay Test or an ELAR CRC Test score.

Prerequisite(s): Successful completion of ENGL 1301 and ENGL 1302.

Required Textbook(s) and Materials:

- Greenblatt, Stephen, ed. et al. The Norton Anthology of English Literature: Eleventh Edition, Package I. New York: Norton, 2024. ISBN: 978-1-324-06275-2.
- Any current MLA style handbook or reliable online MLA source, such as the Purdue OWL MLA Formatting and Style Guide:
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html
- Reliable access to Blackboard, PJC email, a word processor capable of MLA formatting, and a way to save/submit files in the required format.

Syllabus, Campus-Wide Access Program

Dragon Now Course Material Information:

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital **eBook accessed through the My Materials link in Blackboard**. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below **by**:

- **Fall Main & Flex 1 Term: 9/11/2026**
- **Flex 2 Term: 10/28/2026**

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives

Foundational Component Area: Language, Philosophy, and Culture

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Course Focus:

This course focuses on British literary history from the Anglo-Saxon period through the Eighteenth Century; major literary genres including prose, poetry, drama, and early fiction; historical, linguistic, and cultural contexts; literary analysis and criticism; research; and MLA documentation.

Required Core Objectives - Student Learning Outcomes (Core Curriculum-Level):

- Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Demonstrate Social Responsibility--to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
- Demonstrate Personal Responsibility--to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

- Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
- Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
- Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 2322 Course-Level):

This course is designed to prepare students with skills for lifelong learning. Upon successful completion of this course, students will:

- Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.

- Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
- Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
- Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
- Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

Course Requirements and Evaluation

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Rubrics

Students will complete regular reading, discussion, and a required research paper that utilizes MLA documentation and applies the assessment rubric. The instructor may adjust minor assignment values as needed, but the research paper will remain a major required assignment.

Course Grade Weight Rubric:

Category	Value	Description
Research Paper	30%	A 4 – 6-page required research-based critical paper using MLA documentation and appropriate critical approaches to literature.
Group Presentation	15%	Students will be placed into small groups and will craft a 5-minute video presentation on a British author and one of their works. Your group's presentation will be uploaded onto Blackboard for the purpose of a Discussion Board.
Paper Proposal	10%	Provide a first draft, introductory paragraph for your Research Paper that includes a thesis that can reasonably be argued for and against.
Quizzes	20%	Quizzes covering the course reading material.
Attendance, Participation, and Discussion	10%	Thoughtful in-class discussion, collaborative work, respectful engagement, and any instructor-assigned Discussion Boards. Complete the required weekly discussion boards by creating a unique response to the original

Category	Value	Description
		post with a minimum of 3 sentences, and respond to at least 2 other classmates posts.
Final Exam	15%	Exam will be done in class or via Respondus, and will cover all literary material from the course.

Research Paper Assessment Rubric:

Criterion	Value	Description
Thesis, Argument, and Critical Approach	20%	Clear, arguable literary claim; focused purpose; appropriate critical lens or interpretive method.
Literary Analysis and Historical/Cultural Context	20%	Close reading of assigned texts; meaningful use of historical, linguistic, cultural, political, or religious context.
Research Quality and Source Evaluation	20%	Credible scholarly sources; thoughtful evaluation of evidence; relevant primary and secondary support.
Organization and Synthesis	15%	Logical structure; coherent paragraph development; effective synthesis of textual evidence and research.
Style, Voice, and Academic Credibility	10%	Clear academic prose, precise diction, appropriate tone, and persuasive presentation of ideas.
MLA Documentation	10%	Accurate MLA format, in-text citations, quotation/paraphrase integration, and Works Cited page.
Edited American English / Mechanics	5%	Grammar, punctuation, spelling, usage, and proofreading consistent with college-level writing.

Grading Scale: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 0-59.

Course Policies

Submission Format:

Unless otherwise stated, essays and research assignments must be typed in 12 pt. Times New Roman font style, double-spaced, formatted according to MLA guidelines, and submitted through Blackboard via an uploaded Word Document by the posted deadline. Students should save backup copies of all work.

Late Work:

Assignment deadlines are firm. Unless an extension has been approved before the deadline.

Research and Documentation:

Students are responsible for ethical research practices, accurate MLA citation, careful source evaluation, and clear distinction between their own ideas and the ideas, language, or media of others. Research work may require drafts, source notes, conferences, or process materials in addition to the final paper.

Revision and Drafting:

Students may request to revise their research paper for an improved grade if time permits. It is at the instructor's discretion if the request will be accepted.

Exams:

All exams must be taken in class or arranged to be taken online via Blackboard Respondus Monitoring with a camera. Some make-up work may be required at a Paris JC Testing Center.

Reading and Participation:

Students should come to class prepared, having completed assigned readings before class. Participation includes attentive listening, respectful discussion, collaboration, written preparation, and thoughtful engagement with challenging texts and ideas, and completion of any in-class writing activities.

Technology:

Students are responsible for maintaining access to Blackboard, PJC email, and required course materials. Technology issues do not automatically excuse late work; students should plan ahead and communicate with the instructor as soon as problems arise.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is November 12th, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

English A.I. Policy:

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

- Class announcement
- Blackboard
- Student e-mail

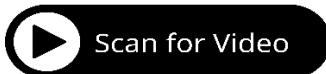
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

The schedule is tentative and may be adjusted to meet class needs. Students are responsible for announcements made in class, posted in Blackboard, and sent through official PJC email.

!!!ALL ASSIGNMENTS ARE DUE BY 11:59PM THE NIGHT OF THE DUE DATE!!!

DATE	TOPIC	READINGS/LECTURES/ASSIGNMENTS
Week 1 <u>Monday</u> 08/24	Introduction/Syllabus/Literature of the Early Middle Ages.	Readings: Bede and Caedmon's Hymn, The Wife's Lament Discussion Board Week
<u>Wednesday</u> 08/26	Literature of the Early Middle Ages.	Readings: The Beowulf: Youth
Week 2 <u>Monday</u> 08/31	Literature of the Early Middle Ages.	Readings: The Beowulf: Age Due: Discussion Board #1
<u>Wednesday</u> 09/02	Literature of the Twelfth and Thirteenth Centuries	Readings: The Beowulf Catch-up if necessary, Chevrefoil Quiz Week: Literature of the Twelfth and Thirteenth Century
Week 3 <u>Monday</u> 09/07	No Class	
<u>Wednesday</u> 09/09	Literature of the Twelfth and Thirteenth Centuries Official Reporting Day	Readings: The Madness of Tristan, The Deaths of Tristan and Ysolt If you have not participated in the class before the Official Reporting Day, you will be dropped from the course. Due: Literature of the Twelfth and Thirteenth Century Quiz
Week 4 <u>Monday</u> 09/14	Literature of the Twelfth and Thirteenth Centuries	Readings: Lanval, Bisclavret Quiz Week: Literature of the Twelfth and Thirteenth Centuries
<u>Wednesday</u> 09/16	Literature of the Fourteenth and Fifteenth Centuries	Readings: Sir Gawain and the Green Knight: Fitt I & II
Week 5 <u>Monday</u> 09/21	Literature of the Fourteenth and Fifteenth Centuries	Readings: Sir Gawain and the Green Knight: Fitt III & IV Due: Literature of the Twelfth and Thirteenth Centuries Quiz
<u>Wednesday</u> 09/23	Literature of the Fourteenth and Fifteenth Centuries	Readings: The Canterbury Tales: The General Prologue
Week 6 <u>Monday</u> 09/28	Literature of the Fourteenth and Fifteenth Centuries	Readings: The Canterbury Tales: The Miller's Prologue and Tale
<u>Wednesday</u> 09/30	Literature of the Fourteenth and Fifteenth Centuries	Readings: The Canterbury Tales: The Wife of Bath's Prologue and Tale
Week 7 <u>Monday</u>	Literature of the Fourteenth and Fifteenth Centuries	Readings: The Canterbury Tales: The Nun's Priest Tale

10/05		Quiz Week: Literature of the Fourteenth and Fifteenth Centuries Discussion Board Week
<u>Wednesday</u> 10/07	Literature of the Sixteenth Century Petrarchan Love Poems	Readings: Whoso List to Hunt, The Passionate Shepherd to His Love, The Bait, The Nymph's Reply to the Shepherd, The Lie
Week 8 <u>Monday</u> 10/12	No Class	Due: Literature of the Fourteenth and Fifteenth Centuries Quiz, Discussion Board #2
<u>Wednesday</u> 10/14	Literature of the Sixteenth Century	Readings: Doctor Faustus: Prologue – Chorus 3
Week 9 <u>Monday</u> 10/19	Literature of the Sixteenth Century	Readings: Doctor Faustus: Scene 9 – Epilogue
<u>Wednesday</u> 10/21	Literature of the Sixteenth Century	Readings: Sonnets: 1, 3, 19, 20, 129, 130 Quiz Week: Literature of the Sixteenth Century Due: Group Video Presentation
Week 10 <u>Monday</u> 10/26	Literature of the Seventeenth Century Metaphysical Poems	Readings: The Sun Rising, The Indifferent, The Canonization, The Flea, Elegy 19, Holy Sonnet 10, Holy Sonnet 14 Discussion Board Week
<u>Wednesday</u> 10/28	Literature of the Seventeenth Century	Readings: The Duchess of Malfi: Act I & Act II Due: Literature of the Sixteenth Century Quiz
Week 11 <u>Monday</u> 11/02	Literature of the Seventeenth Century	Readings: The Duchess of Malfi: Act III Due: Discussion Board #3 (Presentation Discussion)
<u>Wednesday</u> 11/04	Literature of the Seventeenth Century	Readings: The Duchess of Malfi: Act IV & V Due: Paper Proposal
Week 12 <u>Monday</u> 11/09	Literature of the Seventeenth Century The Counter Movement	Readings: When I consider How My Light Is Spent, Paradise Lost: Book 1, 1 – 798
<u>Wednesday</u> 11/11	Literature of the Seventeenth Century	Readings: Paradise Lost: Book 2 (The Epic Counsel), 1 - 485, Paradise Lost: Book 4 (Satan's Soliloquy only), 1 - 130
<u>Thursday</u> 11/12	Last Day to Drop Class with a W	
Week 13 <u>Monday</u> 11/16	Literature of the Seventeenth Century	Readings: Paradise Lost: Book 9, All Discussion Board Week
<u>Wednesday</u> 11/18	Literature of the Seventeenth Century	Readings: Paradise Lost: Book 10 (The Judgment), 1 – 228, Paradise Lost: Book 10 (First Fight and Reconciliation), 720 – 1104, Paradise Lost: Book 12 (The End), 624 – 649 Quiz Week: Literature of the Seventeenth Century
Week 14		

<u>Monday</u> 11/23	No Class	Due: Final Research Paper, Discussion Board #4
<u>Wednesday</u> 11/25	Thanksgiving Break No Class	Due: Literature of the Seventeenth Century Quiz
Week 15 <u>Monday</u> 11/30	Literature of the Restoration and the Eighteenth Century	Readings: A Description of a City Shower, Verses on the Death of Dr. Swift, A Modest Proposal Discussion Board Week
<u>Wednesday</u> 12/02	Literature of the Restoration and the Eighteenth Century	Readings: An Essay on Man: Epistle 1 & 2, Epistle to Dr. Arbuthnot Quiz Week: Literature of the Eighteenth Century
Week 16 <u>Monday</u> 12/07	Class Review	Class Reflections/Going forward Due: Literature of the Eighteenth Century Quiz, Discussion Board #5
<u>Wednesday</u> 12/09	Last Day Final Exam	British Literature Exam Will be completed in class or via Respondus.
<u>Friday</u> 12/11	Grades Due by 9:00 AM Commencement	

Biol 2401 40A0
Anatomy and Physiology I
Fall 2026

Instructor: Dr. Jeanmarie Stiles

Office: Greenville Center, room 208

Phone: 903-457-8717

Email: jstiles@parisjc.edu (best contact)

Office Hours: MTWR 11-1:30. Please email before visiting the Greenville Center to schedule an appointment.

Meeting Location: GC 218

Meeting Days: MW

Meeting Times: 9:30-10:45 AM

Course Description:

This course will consist of a study of structures and functions of human organ systems and how these organ systems interact to create a functional organism. We will also discuss how various diseases and disorders can disrupt the proper functioning of the organ systems of the human body.

Anatomy & Physiology is a course at PJC for students entering fields in allied health sciences, psychology, physical therapy, physical education, biology, geology, ecology, anthropology, agriculture, and any student who needs a basic understanding of structure and function of the human body and who has an entry level background in biology or nursing. This course is specially designed to be completed in two semesters. The topics discussed in this course are organized so that they form a core that is suitable to satisfy the prerequisites for student advancement.

Credits: SCH = 4 (3 Lecture and 1 Lab) per week

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Welsh: Connect for Hole's Anatomy and Physiology with Proctorio+ 16th edition**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

In addition to McGraw-Hill access, a physical textbook is highly recommended but not required. Other required course materials include a properly functioning computer with a stable internet connection, a webcam (internal or external), and microphone. If taking a traditional face to face course, bring a folder with loose leaf paper, pen, pencil, and dry erase marker to each class. Purchase one package of scantrons #882e at the beginning of the semester as well as two pencils with erasers to bring to every test and quiz.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.

3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Requirements and Evaluation:

Students will be given the following opportunities to demonstrate knowledge of class material:

Topic	Points
Scientific Inquiry Group Project	40
Lecture homework assignments 12 x 20 points =	240
Lecture exams 5 x 75 points =	375
Lecture Activities	45
Lab Activities	200
Lab Exams 2 x 50 points =	100
Total points	1000

Course Curve: 5 pts will be added to your total points earned if all course work has been sincerely attempted and submitted prior to due date posted. This is how course points equate to your final letter grade:

Grading Scale

- A** - 900 points and higher
- B** - 800 points and higher
- C** - 700 points and higher
- D** - 600 points and higher
- F** – 599 points and below

Total Course Points = 1000, so if you earn 862/1000 pts that is an 86.2 or B avg. See the Gradebook tab within Blackboard for a list of all grades. Each assignment clearly indicates the point value and high scores are taken on MGH assignments with 2 attempts.

Orientation/Introductory Assignments are crucial to navigate the course. Other lecture activities such as discussion boards, worksheets, and video assignments may be found within the lesson folders of the Blackboard shell (not MGH).

Metric Quiz has 10 questions, is 20 points, and allows for only 1 attempt. Calculators, phones, notes, internet, etc. are not permitted. Review the metric system before attempting this quiz. You will be asked to complete various conversions. This quiz is timed and proctored.

Chapter Homework Assignments involve 12 assignments at 20 pts each = 240 pts. You have 1 attempt at each assignment. Before attempting an assignment, print the slideshow in outline form, read the chapter in your book and add notes to the slideshow. Assignments are not timed and you can do a little work at a time and then return later. Homework assignments

are designed to help you understand the subject matter and study for exams. You may see similar questions again on your unit exams. You may take notes to help you study. The chapter assignments may be submitted late with a 5% per day penalty.

Lecture Exams are timed, proctored, and predominantly multiple choice and true/false, but may include short answer questions as well.

Exam 1- 1 attempt- 75 pts

Exam 2- 1 attempt- 75 pts

Exam 3- 1 attempt- 75 pts

Exam 4- 1 attempt- 75 pts

Comprehensive final exam – 1 attempt – 75 pts

Final Exam: The review for the final exam is uploaded in Blackboard, but if you have questions contact me. Make yourself a good review and you should do well. The final exam is directly related to the topics in the review. Questions on the final exam are not exact repeats from previous homework and exams. If submitted by the posted due date and time, the final exam replaces a low or missed lecture exam.

Once you begin a timed assignment or exam you cannot stop the time, so be ready and make sure your internet connection is solid. Do not think you can close out and come back later. Before beginning the exam, you should study and be familiar with the concepts presented. The test stops when the time ends, regardless of whether all questions have been answered. Assignments will only be reopened if the Connect system has issues or in extreme and verifiable cases approved on an individual basis, such as unexpected hospitalization. Basically, if Connect is working, then the web page is good so make sure you have an updated computer and reliable connection to the internet for this course. No notes, ebook, websites, phones, calculators, etc. may be used on proctored exams and quizzes.

Scientific Inquiry Group Assignment is found on Blackboard (not MGH) and is worth 40 pts. You will be assigned to a group after ORD. Assignment instructions and an example paper are posted. This is a lengthy assignment, so read the instructions and rubric for expectations and consider sending a tentative experimental design or early rough draft to your instructor for review. Allow at least one week for feedback. Demonstrate individual contributions to the group by posting regularly to the Discussion.

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Bone and Muscle Lab Exams are timed, worth 50 pts each, and are based on the practice exams found in Connect. **No notes, internet, books, etc. may be used when taking the actual exam. No exceptions.** Complete the practice exams multiple times to do well on the actual exams. The practice exams can be taken as many times as you like until the posted due date and time, after which they close and will not reopen. The actual lab exam opens the morning after the practice lab exam closes. These exams primarily utilize the Anatomy and Physiology Revealed (APR) resource found within the McGraw-Hill platform. This is where

you can find most of the images seen on the test. It is part of the learning process to find the answers, so answers will not be provided for you. Take a little time to familiarize yourself with this valuable tool and begin early to study for these exams. By utilizing links to APR found throughout the ebook, you will gain a deeper understanding of human anatomy.

Extra Credit assignments provide dedicated students with the opportunity to earn a couple of extra points. These assignments are scattered throughout the Bb course content, so move through each folder sequentially to find, complete, and submit them. These assignments may only be submitted if all other assignments and the exam for a particular unit have been completed as scheduled. **Extra credit cannot be submitted late and there is no big extra credit assignment offered at the end of the semester.** Submit extra credit for a particular unit prior to the unit exam due date and time. If all questions on an extra credit assignment are sincerely attempted, one point may be earned. If all questions are complete and correct, two points may be earned. If one or more questions are omitted or carelessly/incompletely answered, no credit is earned.

This is a challenging course, but you have an excellent chance of success if you complete all assignments on time and try your best.

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When registering in MGH Connect, enter your PJC e-mail and select a password. System Requirements for Connect and Browser Test: Use this link to check your computer to ensure you have all that you need to run the Connect Learning System
<https://www.mheducation.com/highered/connect/support.html>

Tips/Time: This course will require a significant time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace but do not let due dates approach and assume you can get the work done in a day or two. Your course is set up into 4 units plus the final exam. In a standard unit, you will have 3 chapters to cover, so read and study each (take notes and pay attention to bold terms), complete the homework assignment with each chapter (recall some similar questions in the homework may reappear on your unit exams), complete the labs for each unit, and the unit exam covering the 3 chapters. Plan a good schedule for when you want to complete each well before the due date.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Rules for ALL Written Assignments

1. 12 pt type
2. Times New Roman Font
3. Double space
4. Full citation both in the paper and a reference page (APA)
5. 1 in margins

Make-Up Work: Stay well ahead of due dates so when the unexpected occurs, you will be able to submit assessments by the due date. However, if an unanticipated emergency arises and you are unable to submit a MGH lecture assignment as scheduled, email your instructor with an explanation within 48 hours of the posted due date. At the instructor's discretion and with a 5% deduction per day, a student may be given permission to submit MGH homework assignments up to two weeks late. For a face to face course, if permitted, it is the student's responsibility to schedule a makeup exam with the instructor during the instructor's office hours, and within two weeks of the exam. Make up exams may include both multiple choice and essay questions. Online students may submit exams early, but not late. **Online lab activities may not be submitted late.**

Most online assignments are open for you to complete, so work ahead, especially if you anticipate a scheduling conflict. Under no circumstances may the final exam be taken late. All lab assignments and most lecture assignments must be completed by using the links provided in Blackboard to enter McGraw Hill's Connect.

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Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day to withdraw from a course with a grade of **“W” is Nov 12th**. Failure to officially withdraw will result in your receiving a grade of F.

Class Conduct: Do not photograph or make a video or audio of the class lectures, labs or your instructor. Turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence: (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

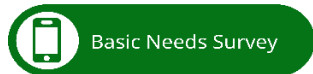
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

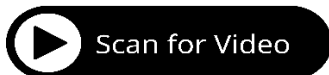
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Due 1:00 PM	Unit	Lesson	Lecture Assignments	Lab Assignments
8/27		Start Here folder	#1 Assignment: Syllabus Quiz MGH Connect Orientation Assignment APR Introduction Assignment Virtual Labs Introduction Assignment Practice taking a proctored quiz	
9/15	1	1	Homework (HW) Chapter (Ch) 1 Introduction	Safety Lab
9/15	1	2	HW Ch 2: Chemical Basis	Metric Labs Metric Quiz TBA Chemistry Labs
9/15	1	3	HW Ch 3: Cells	Cell Labs
9/16	1		Exam 1 (chapter 1, 2, 3)	
10/6	2	4	HW Ch 4: Cellular Metabolism	Cell Metabolism Labs Enzyme Labs
10/6	2	5	HW Ch 5: Tissues	Histology Labs
10/6	2	6	HW Ch 6: Integumentary System	Integumentary Lab
10/7	2		Exam 2 (chapter 4, 5, 6)	
10/27	3	7	HW Ch 7: Skeletal System	Practice Bones Exam: closes 11/3/2026 at 1pm Bones Lab Exam: opens 11/4/2026, 7am and is due by 11/7/2026, 1pm
10/27	3	8	HW Ch 8: Joints of the Skeletal System	
10/27	3	9	HW Ch 9: Muscular System	Muscle Labs due 3/27 Practice Muscle Exam: Closes 11/3/2026 at 1pm Muscle Lab Exam: opens 11/4/2026, 7am and is due by 11/7/2026, 1pm

10/28	3	9	Exam 3 (chapter 7, 8, 9)	
11/19			Scientific Inquiry Group Project	
11/22	4	10	HW Ch 10: Nervous System I – Basic Structure	Nervous System Labs
11/22	4	11	HW Ch 11: Nervous System II – Divisions	
11/22	4	12	HW Ch 12: Nervous System III – Senses	Senses Labs
11/23	4		Exam 4 (chapter 10, 11, 12)	
	5	13	Comprehensive final exam is Wednesday, Dec. 9, 9:30-10:45 AM	Course ends

Biol 2401 20D2
Anatomy and Physiology I
Fall 2026

Instructor: Dr. Jeanmarie Stiles

Office: Greenville Center, room 208

Phone: 903-457-8717

Email: jstiles@parisjc.edu (best contact)

Office Hours: MTWR 11-1:30. Please email before visiting the Greenville Center to schedule an appointment.

Meeting Location: internet

Meeting Days: internet

Meeting Times: internet

Course Description:

This course will consist of a study of structures and functions of human organ systems and how these organ systems interact to create a functional organism. We will also discuss how various diseases and disorders can disrupt the proper functioning of the organ systems of the human body.

Anatomy & Physiology is a course at PJC for students entering fields in allied health sciences, psychology, physical therapy, physical education, biology, geology, ecology, anthropology, agriculture, and any student who needs a basic understanding of structure and function of the human body and who has an entry level background in biology or nursing. This course is specially designed to be completed in two semesters. The topics discussed in this course are organized so that they form a core that is suitable to satisfy the prerequisites for student advancement.

Credits: SCH = 4 (3 Lecture and 1 Lab) per week

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Welsh: Connect for Hole's Anatomy and Physiology with Proctorio+ 16th edition**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

In addition to McGraw-Hill access, a physical textbook is highly recommended but not required. Other required course materials include a properly functioning computer with a stable internet connection, a webcam (internal or external), and microphone. If taking a traditional face to face course, bring a folder with loose leaf paper, pen, pencil, and dry erase marker to each class. Purchase one package of scantrons #882e at the beginning of the semester as well as two pencils with erasers to bring to every test and quiz.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

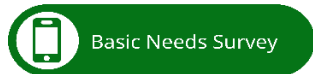
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

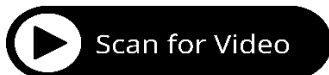
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Due 1:00 PM	Unit	Lesson	Lecture Assignments	Lab Assignments
8/27		Start Here folder	#1 Assignment: Syllabus Quiz MGH Connect Orientation Assignment APR Introduction Assignment Virtual Labs Introduction Assignment Practice taking a proctored quiz	
9/15	1	1	Homework (HW) Chapter (Ch) 1 Introduction	Safety Lab
9/15	1	2	HW Ch 2: Chemical Basis	Metric Labs Metric Quiz TBA Chemistry Labs
9/15	1	3	HW Ch 3: Cells	Cell Labs
9/16	1		Exam 1 (chapter 1, 2, 3)	
10/6	2	4	HW Ch 4: Cellular Metabolism	Cell Metabolism Labs Enzyme Labs
10/6	2	5	HW Ch 5: Tissues	Histology Labs
10/6	2	6	HW Ch 6: Integumentary System	Integumentary Lab
10/7	2		Exam 2 (chapter 4, 5, 6)	
10/27	3	7	HW Ch 7: Skeletal System	Practice Bones Exam: closes 11/3/2026 at 1pm Bones Lab Exam: opens 11/4/2026, 7am and is due by 11/7/2026, 1pm
10/27	3	8	HW Ch 8: Joints of the Skeletal System	
10/27	3	9	HW Ch 9: Muscular System	Muscle Labs due 3/27 Practice Muscle Exam: Closes 11/3/2026 at 1pm Muscle Lab Exam: opens 11/4/2026, 7am and is due by 11/7/2026, 1pm

10/28	3	9	Exam 3 (chapter 7, 8, 9)	
11/19			Scientific Inquiry Group Project	
11/22	4	10	HW Ch 10: Nervous System I – Basic Structure	Nervous System Labs
11/22	4	11	HW Ch 11: Nervous System II – Divisions	
11/22	4	12	HW Ch 12: Nervous System III – Senses	Senses Labs
11/23	4		Exam 4 (chapter 10, 11, 12)	
	5	13	Comprehensive final exam closes Tuesday, Dec. 8, 11:59 PM	Course ends

Biol 2402 40G0
Anatomy and Physiology II
Fall 2026

Instructor: Dr. Jeanmarie Stiles
Office: Greenville Center, room 208
Phone: 903-457-8717
Email: jstiles@parisjc.edu (best contact)

Meeting Location: GC 218
Meeting Days: TR
Meeting Times: 9:30-10:45 AM

Office Hours: 11-1:30 MTWR. To best serve you, please email before visiting the Greenville Center so we can schedule an in-person meeting at my office or arrange for a phone conversation.

Course Description:

This course will consist of a study of structures and functions of human organ systems and how these organ systems interact to create a functional organism. We will also discuss how various diseases and disorders can disrupt the proper functioning of the organ systems of the human body.

Anatomy & Physiology is a course at PJC for students entering fields in allied health sciences, psychology, physical therapy, physical education, biology, geology, ecology, anthropology, agriculture, and any student who needs a basic understanding of structure and function of the human body and who has an entry level background in biology or nursing. This course is specially designed to be completed in two semesters. The topics discussed in this course are organized so that they form a core that is suitable to satisfy the prerequisites for student advancement.

Credits: SCH = 4 (3 lecture and 1 laboratory)

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Welsh: Connect for Hole's Anatomy and Physiology with Proctorio+ 16th edition**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
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Course Goals and Objectives:
THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

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Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.

5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Requirements and Evaluation:

Students will be given the following opportunities to demonstrate knowledge of class material:

Topic	Points
Scientific Inquiry Group Project	40
Lecture homework assignments	12 x 20 points = 240
Lecture exams	5 x 75 points = 375
Lecture Activities	45
Lab Activities	200
Lab Exam	100
Total points	1000

Course Curve: 5 pts will be added to your total points earned if all work has been sincerely attempted and submitted by posted deadlines. This is how points equate to your final letter grade:

Grading Scale

- A** - 900 points and higher
- B** - 800 points and higher
- C** - 700 points and higher
- D** - 600 points and higher
- F** – 599 points and below

Total Course Points equals 1000, so if you earn 875/1000 pts that is an 87.5 or “B”. See the Gradebook tab within Blackboard for a list of all grades. Each assignment clearly indicates the point value, and all points are equally weighted. Total points are not displayed, so add points earned as you go. Estimate the remaining points you think you can earn, then add these to your accumulated points. Compare this number to the posted grading scale to determine the grade you may earn at the end.

Orientation/Introductory Assignments are crucial to navigate the course. Other lecture activities such as discussion boards, worksheets, and video assignments may be found within the lecture folders of the Blackboard shell (not MGH). There is a short practice quiz on the first assigned chapter of your book. You may have multiple attempts at this quiz because it is designed to determine if your computer is compatible with MGH and their proctoring service. **You need a webcam, either internal or external, to take this quiz. Some other lecture and lab exams are also proctored remotely. If you do not have a webcam, order one online today and/or check your local Walmart store. Some cost about \$20. This is an unavoidable and inexpensive requirement for this course, so do not delay.**

Metric Quiz has 10 questions, is 20 points, and allows for only 1 attempt. Calculators, phones, notes, internet, etc. are not permitted. Review the metric system before attempting this quiz. You will be asked to complete various conversions. This quiz is timed and proctored.

Chapter Homework Assignments involve 12 assignments at 20 pts each = 240 pts. You have 1 attempt at each assignment. Before attempting an assignment, print the slideshow in outline form, read the chapter in your book and add notes to the slideshow. Assignments are not timed and you can do a little work at a time and then return later. Homework assignments are designed to help you understand the subject matter and study for exams. You may see similar questions again on your unit exams. You may take notes to help you study. The chapter assignments may be submitted late with a 5% per day penalty.

Lecture Exams are timed, proctored, and predominantly multiple choice and true/false, but may include short answer questions as well.

Exam 1- 1 attempt- 75 pts

Exam 2- 1 attempt- 75 pts

Exam 3- 1 attempt- 75 pts

Exam 4- 1 attempt- 75 pts

Comprehensive final exam – 1 attempt – 75 pts

Final Exam: The review for the final exam is uploaded in Blackboard, but if you have questions contact me. Make yourself a good review and you should do well. The final exam is directly related to the topics in the review. Questions on the final exam are not exact repeats from previous homework and exams. If submitted by the posted due date and time, the final exam replaces a low or missed lecture exam.

Once you begin a timed assignment or exam you cannot stop the time, so be ready and make sure your internet connection is solid. Do not think you can close out and come back later. Before beginning the exam, you should study and be familiar with the concepts presented. The test stops when the time ends, regardless of whether all questions have been answered. Assignments will only be reopened if the Connect system has issues or in extreme and verifiable cases approved on an individual basis, such as unexpected hospitalization. Basically, if Connect is working, then the web page is good so make sure you have an updated computer and reliable connection to the internet for this course. No notes, ebook, websites, phones, calculators, etc. may be used on proctored exams and quizzes.

Scientific Inquiry Group Assignment is found on Blackboard (not MGH) and is worth 40 pts. You will be assigned to a group after ORD. Assignment instructions and an example paper are posted. This is a lengthy assignment, so read the instructions and rubric for expectations and consider sending a tentative experimental design or early rough draft to your instructor for review. Allow at least one week for feedback. Demonstrate individual contributions to the group by posting regularly to the Discussion.

Virtual Labs include numerous online lab activities for 200 pts possible. Labs are user friendly and brief. Watch the tutorial for a thorough explanation of the concept and simulated activity. If you experience technical problems, give MGH staff a call immediately and they will help you. If necessary, email your instructor with a case number and detailed description of the problem after first contacting MGH.

Cadaver Lab Exam is timed, proctored, worth 100 pts, and is based on the practice exam found in Connect. **No notes, internet, books, etc. may be used when taking the actual exam. No exceptions.** Complete the practice exam multiple times to do well on the actual exam. The practice exam can be taken as many times as you like until the posted due date and time, after which it closes and will not reopen. The actual lab exam opens the morning after the practice lab exam closes. These exams primarily utilize the Anatomy and Physiology Revealed (APR) resource found within the McGraw-Hill platform. This is where you can find most of the images seen on the test. It is part of the learning process to find the answers, so answers will not be provided for you. Take a little time to familiarize yourself with this valuable tool and begin early to study for these exams. By utilizing links to APR found throughout the ebook, you will gain a deeper understanding of human anatomy.

Extra Credit assignments provide dedicated students with the opportunity to earn a couple of extra points. These assignments are scattered throughout the Bb course content, so move through each folder sequentially to find, complete, and submit them. These assignments may only be submitted if all other assignments and the exam for a particular unit have been completed as scheduled. **Extra credit cannot be submitted late and there is no big extra credit assignment offered at the end of the semester.** Submit extra credit for a particular unit prior to the unit exam due date and time. If all questions on an extra credit assignment are sincerely attempted, one point may be earned. If all questions are complete and correct, two points may be earned. If one or more questions are omitted or carelessly/incompletely answered, no credit is earned.

This is a challenging course, but you have an excellent chance of success if you do your best.

Entering Your Course: This course utilizes the McGraw-Hill (MGH) Connect platform to deliver many assignments. These MGH Connect assignments are linked for you in Blackboard under the Content tab. Your first task is to click on a MGH link, indicated by a rocket icon. Then, you will be directed to MGH Connect where you must register for the MGH Connect course. A MGH folder is posted within the Start Here section of your course. If you have trouble getting access, give MGH staff a call immediately. Once you have registered in MGH Connect you will be able to complete the Connect orientation assignment and all other MGH assignments. In addition, you must **complete the syllabus quiz prior to the college official reporting day**

(ORD), **Sept 9th**, to be counted as present in the course. If you have not completed this assignment before this date it is college policy for you to be dropped from the course.

When registering in MGH Connect, enter your PJC e-mail and select a password. Here is a link to set up your PJC email if you do not have yours activated yet:

<http://www.parisjc.edu/pjc2/main/activate-dragonmail/>

System Requirements for Connect and Browser Test: Use this link to check your computer to ensure you have all that you need to run the Connect Learning System

<https://www.mheducation.com/highered/connect/support.html>

Tips/Time: This course will require a significant time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace but do not let due dates approach and assume you can get the work done in a day or two. Your course is set up into 4 units plus the final exam. In a standard unit, you will have 3 chapters to cover, so read and study each (take notes and pay attention to bold terms), complete the homework assignment with each chapter (recall some similar questions in the homework may reappear on your unit exams), complete the labs for each unit, and the unit exam covering the 3 chapters. Plan a good schedule for when you want to complete each well before the due date.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Rules for ALL Written Assignments

1. 12 pt type
2. Times New Roman Font
3. Double space
4. Full citation both in the paper and a reference page (APA)
5. 1 in margins

Make-Up Work: Stay well ahead of due dates so when the unexpected occurs, you will be able to submit assessments by the due date. However, if an unanticipated emergency arises and you are unable to submit a MGH lecture assignment as scheduled, email your instructor with documentation and an explanation within 48 hours of the posted due date. At the instructor's discretion and with a 5 percent deduction per day, a student may be given permission to submit MGH homework assignments up to two weeks late. Students are expected to take exams as scheduled. For a face to face course, if permitted, it is the student's responsibility to schedule a makeup exam with the instructor during the instructor's office hours, and within two weeks of the exam. Make up exams may include both multiple choice and essay questions. Online students may submit exams early, but not late. **Online lab activities may not be submitted late.**

Most online assignments are open for you to complete, so work ahead, especially if you anticipate a scheduling conflict. Under no circumstances may the final exam be taken late. All lab assignments and most lecture assignments must be completed by using the links provided in Blackboard to enter McGraw Hill's Connect.

Course Communication: Outside of the classroom, Bb messages is the preferred method of communication. Secondly, your official PJC email may be used and should include your full name and course number with all correspondences. You can expect a reply to your email within 24 hours, Monday - Thursday 8:00 am – 3:00 pm.

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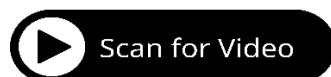
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1:00 PM				
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TBA			Metric System Quiz	
9/16	1	1	Homework (HW) Chapter (Ch)13: Endocrine System	Safety Lab Endocrine System Labs
9/16	1	2	HW Ch 14: Blood	Blood Labs
9/16	1	3	HW Ch 15: Cardiovascular System	Cardiovascular System Labs
9/17	1		Exam 1 (chapter 13, 14, 15)	
10/7	2	4	HW Ch 16: Lymphatic and Immune System	Immune System Labs
10/7	2	5	HW Ch 17: Digestive System	Digestive System Labs

10/7	3	7	HW Ch 18: Nutrition	Nutrition Labs
10/8			Exam 2 (chapter 16, 17, 18)	
10/28	2	6	HW Ch 19: Respiratory System	Respiratory System Labs
10/28	3	8	HW Ch 20: Urinary System	Urinary System Labs
10/28	3	9	HW Ch 21: Water, Electrolytes, Acid/Base	Water, Electrolytes, and pH Labs
				Practice Cadaver Lab Practical closes at 1:00pm, 11/17/2026 Cadaver Lab Practical opens 7am, 11/18/2026 and is due at 1pm 11/21/2026
10/29			Exam 3 (chapter 19, 20, 21)	
11/19		Group Project folder	Scientific Inquiry Group Project	
11/23	4	10	HW Ch 22: Reproductive System	Vertebrate Dissection Labs
11/23	4	11	HW Ch 23 Pregnancy	
11/23	4	12	HW Ch 24 Genetics and Genomics	Genetic and Biotech Labs
11/24			Exam 4 (chapters 22, 23, 24)	
	5	13	Comprehensive Final Exam: Thursday, Dec. 10, 9:30-10:45 AM	Course ends

Biol 2402 20D0
Anatomy and Physiology II
Fall 2026

Instructor: Dr. Jeanmarie Stiles

Office: Greenville Center, room 208

Phone: 903-457-8717

Email: jstiles@parisjc.edu (best contact)

Office Hours: 11-1:30 MTWR. To best serve you, please email before visiting the Greenville Center so we can schedule an in-person meeting at my office or arrange for a phone conversation.

Meeting Location: internet

Meeting Days: internet

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Course Description:

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2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.

5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Requirements and Evaluation:

Students will be given the following opportunities to demonstrate knowledge of class material:

Topic	Points
Scientific Inquiry Group Project	40
Lecture homework assignments	12 x 20 points = 240
Lecture exams	5 x 75 points = 375
Lecture Activities	45
Lab Activities	200
Lab Exam	100
Total points	1000

Course Curve: 5 pts will be added to your total points earned if all work has been sincerely attempted and submitted by posted deadlines. This is how points equate to your final letter grade:

Grading Scale

- A** - 900 points and higher
- B** - 800 points and higher
- C** - 700 points and higher
- D** - 600 points and higher
- F** – 599 points and below

Total Course Points equals 1000, so if you earn 875/1000 pts that is an 87.5 or “B”. See the Gradebook tab within Blackboard for a list of all grades. Each assignment clearly indicates the point value, and all points are equally weighted. Total points are not displayed, so add points earned as you go. Estimate the remaining points you think you can earn, then add these to your accumulated points. Compare this number to the posted grading scale to determine the grade you may earn at the end.

Orientation/Introductory Assignments are crucial to navigate the course. Other lecture activities such as discussion boards, worksheets, and video assignments may be found within the lecture folders of the Blackboard shell (not MGH). There is a short practice quiz on the first assigned chapter of your book. You may have multiple attempts at this quiz because it is designed to determine if your computer is compatible with MGH and their proctoring service. **You need a webcam, either internal or external, to take this quiz. Some other lecture and lab exams are also proctored remotely. If you do not have a webcam, order one online today and/or check your local Walmart store. Some cost about \$20. This is an unavoidable and inexpensive requirement for this course, so do not delay.**

Metric Quiz has 10 questions, is 20 points, and allows for only 1 attempt. Calculators, phones, notes, internet, etc. are not permitted. Review the metric system before attempting this quiz. You will be asked to complete various conversions. This quiz is timed and proctored.

Chapter Homework Assignments involve 12 assignments at 20 pts each = 240 pts. You have 1 attempt at each assignment. Before attempting an assignment, print the slideshow in outline form, read the chapter in your book and add notes to the slideshow. Assignments are not timed and you can do a little work at a time and then return later. Homework assignments are designed to help you understand the subject matter and study for exams. You may see similar questions again on your unit exams. You may take notes to help you study. The chapter assignments may be submitted late with a 5% per day penalty.

Lecture Exams are timed, proctored, and predominantly multiple choice and true/false, but may include short answer questions as well.

Exam 1- 1 attempt- 75 pts

Exam 2- 1 attempt- 75 pts

Exam 3- 1 attempt- 75 pts

Exam 4- 1 attempt- 75 pts

Comprehensive final exam – 1 attempt – 75 pts

Final Exam: The review for the final exam is uploaded in Blackboard, but if you have questions contact me. Make yourself a good review and you should do well. The final exam is directly related to the topics in the review. Questions on the final exam are not exact repeats from previous homework and exams. If submitted by the posted due date and time, the final exam replaces a low or missed lecture exam.

Once you begin a timed assignment or exam you cannot stop the time, so be ready and make sure your internet connection is solid. Do not think you can close out and come back later. Before beginning the exam, you should study and be familiar with the concepts presented. The test stops when the time ends, regardless of whether all questions have been answered. Assignments will only be reopened if the Connect system has issues or in extreme and verifiable cases approved on an individual basis, such as unexpected hospitalization. Basically, if Connect is working, then the web page is good so make sure you have an updated computer and reliable connection to the internet for this course. No notes, ebook, websites, phones, calculators, etc. may be used on proctored exams and quizzes.

Scientific Inquiry Group Assignment is found on Blackboard (not MGH) and is worth 40 pts. You will be assigned to a group after ORD. Assignment instructions and an example paper are posted. This is a lengthy assignment, so read the instructions and rubric for expectations and consider sending a tentative experimental design or early rough draft to your instructor for review. Allow at least one week for feedback. Demonstrate individual contributions to the group by posting regularly to the Discussion.

Virtual Labs include numerous online lab activities for 200 pts possible. Labs are user friendly and brief. Watch the tutorial for a thorough explanation of the concept and simulated activity. If you experience technical problems, give MGH staff a call immediately and they will help you. If necessary, email your instructor with a case number and detailed description of the problem after first contacting MGH.

Cadaver Lab Exam is timed, proctored, worth 100 pts, and is based on the practice exam found in Connect. **No notes, internet, books, etc. may be used when taking the actual exam. No exceptions.** Complete the practice exam multiple times to do well on the actual exam. The practice exam can be taken as many times as you like until the posted due date and time, after which it closes and will not reopen. The actual lab exam opens the morning after the practice lab exam closes. These exams primarily utilize the Anatomy and Physiology Revealed (APR) resource found within the McGraw-Hill platform. This is where you can find most of the images seen on the test. It is part of the learning process to find the answers, so answers will not be provided for you. Take a little time to familiarize yourself with this valuable tool and begin early to study for these exams. By utilizing links to APR found throughout the ebook, you will gain a deeper understanding of human anatomy.

Extra Credit assignments provide dedicated students with the opportunity to earn a couple of extra points. These assignments are scattered throughout the Bb course content, so move through each folder sequentially to find, complete, and submit them. These assignments may only be submitted if all other assignments and the exam for a particular unit have been completed as scheduled. **Extra credit cannot be submitted late and there is no big extra credit assignment offered at the end of the semester.** Submit extra credit for a particular unit prior to the unit exam due date and time. If all questions on an extra credit assignment are sincerely attempted, one point may be earned. If all questions are complete and correct, two points may be earned. If one or more questions are omitted or carelessly/incompletely answered, no credit is earned.

This is a challenging course, but you have an excellent chance of success if you do your best.

Entering Your Course: This course utilizes the McGraw-Hill (MGH) Connect platform to deliver many assignments. These MGH Connect assignments are linked for you in Blackboard under the Content tab. Your first task is to click on a MGH link, indicated by a rocket icon. Then, you will be directed to MGH Connect where you must register for the MGH Connect course. A MGH folder is posted within the Start Here section of your course. If you have trouble getting access, give MGH staff a call immediately. Once you have registered in MGH Connect you will be able to complete the Connect orientation assignment and all other MGH assignments. In addition, you must **complete the syllabus quiz prior to the college official reporting day**

(ORD), **Sept 9th**, to be counted as present in the course. If you have not completed this assignment before this date it is college policy for you to be dropped from the course.

When registering in MGH Connect, enter your PJC e-mail and select a password. Here is a link to set up your PJC email if you do not have yours activated yet:

<http://www.parisjc.edu/pjc2/main/activate-dragonmail/>

System Requirements for Connect and Browser Test: Use this link to check your computer to ensure you have all that you need to run the Connect Learning System

<https://www.mheducation.com/highered/connect/support.html>

Tips/Time: This course will require a significant time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace but do not let due dates approach and assume you can get the work done in a day or two. Your course is set up into 4 units plus the final exam. In a standard unit, you will have 3 chapters to cover, so read and study each (take notes and pay attention to bold terms), complete the homework assignment with each chapter (recall some similar questions in the homework may reappear on your unit exams), complete the labs for each unit, and the unit exam covering the 3 chapters. Plan a good schedule for when you want to complete each well before the due date.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Rules for ALL Written Assignments

1. 12 pt type
2. Times New Roman Font
3. Double space
4. Full citation both in the paper and a reference page (APA)
5. 1 in margins

Make-Up Work: Stay well ahead of due dates so when the unexpected occurs, you will be able to submit assessments by the due date. However, if an unanticipated emergency arises and you are unable to submit a MGH lecture assignment as scheduled, email your instructor with documentation and an explanation within 48 hours of the posted due date. At the instructor's discretion and with a 5 percent deduction per day, a student may be given permission to submit MGH homework assignments up to two weeks late. Students are expected to take exams as scheduled. For a face to face course, if permitted, it is the student's responsibility to schedule a makeup exam with the instructor during the instructor's office hours, and within two weeks of the exam. Make up exams may include both multiple choice and essay questions. Online students may submit exams early, but not late. **Online lab activities may not be submitted late.**

Most online assignments are open for you to complete, so work ahead, especially if you anticipate a scheduling conflict. Under no circumstances may the final exam be taken late. All lab assignments and most lecture assignments must be completed by using the links provided in Blackboard to enter McGraw Hill's Connect.

Course Communication: Outside of the classroom, Bb messages is the preferred method of communication. Secondly, your official PJC email may be used and should include your full name and course number with all correspondences. You can expect a reply to your email within 24 hours, Monday - Thursday 8:00 am – 3:00 pm.

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day to withdraw from a course with a grade of **"W" is Nov. 12th**. Failure to officially withdraw will result in your receiving a grade of F.

Class Conduct:

Do not photograph or make a video of the class lectures/labs or your instructor. Turn off or silence and put away all cell phones, pagers, ipods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence: (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are

known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by in-class announcement, Bb announcement and/or email.

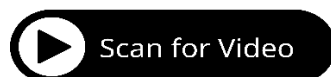
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule:

Due	Unit	Lesson	Lecture Assignments	Lab Assignments
1:00 PM				
8/28		Start Here folder	#1 Assignment: Syllabus Quiz MGH Connect Orientation Assignment MGH APR Introductory Assignment MGH Virtual Lab Tutorial Assignment Practice quiz for taking a proctored exam	
TBA			Metric System Quiz	
9/16	1	1	Homework (HW) Chapter (Ch)13: Endocrine System	Safety Lab Endocrine System Labs
9/16	1	2	HW Ch 14: Blood	Blood Labs
9/16	1	3	HW Ch 15: Cardiovascular System	Cardiovascular System Labs
9/17	1		Exam 1 (chapter 13, 14, 15)	
10/7	2	4	HW Ch 16: Lymphatic and Immune System	Immune System Labs
10/7	2	5	HW Ch 17: Digestive System	Digestive System Labs

10/7	3	7	HW Ch 18: Nutrition	Nutrition Labs
10/8			Exam 2 (chapter 16, 17, 18)	
10/28	2	6	HW Ch 19: Respiratory System	Respiratory System Labs
10/28	3	8	HW Ch 20: Urinary System	Urinary System Labs
10/28	3	9	HW Ch 21: Water, Electrolytes, Acid/Base	Water, Electrolytes, and pH Labs
				Practice Cadaver Lab Practical closes at 1:00pm, 11/17/2026 Cadaver Lab Practical opens 7am, 11/18/2026 and is due at 1pm 11/21/2026
10/29			Exam 3 (chapter 19, 20, 21)	
11/19		Group Project folder	Scientific Inquiry Group Project	
11/23	4	10	HW Ch 22: Reproductive System	Vertebrate Dissection Labs
11/23	4	11	HW Ch 23 Pregnancy	
11/23	4	12	HW Ch 24 Genetics and Genomics	Genetic and Biotech Labs
11/24			Exam 4 (chapters 22, 23, 24)	
	5	13	Comprehensive Final Exam: Tuesday, Dec. 8, 11:59 PM	Course ends

**English 1301.83A0
Composition I
Fall 2026**

Instructor: Heather Collins
Office: Rm 206 Prairiland High School
Phone: (903) 609-9305
Email: hcollins@parisjc.edu
Office Hours: 1:00-1:45 pm

Meeting Location: Prairiland High School
Meeting Days: M-F
Meeting Times: 10:00 am - 10:45 am

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Credits: 3 SCHs

TSI Requirement: Reading, 340 +; Writing, 4 or above

Prerequisites:

English 0302 with a grade of C or above, or placement by department (based on admission information).

Required Textbook(s) and Materials:

Kirszner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 15th ed. Bedford/St. Martin's, 2021, packaged with Hacker A Pocket Manual with Writing about Literature. ISBN: 9781319532383

Roth, Veronica. *Divergent*. HarperCollins, 2011. ISBN: 9780062024039

Required Course Materials

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

Fall Main & Flex 1 Term: 9/11/2026

Flex 2 Term: 10/28/2026

1) Go to <https://ACCESSPortal.follett.com:443/1836>

2) Create an account using your student email account

3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.

4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

- 1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.*
- 2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.*
- 3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.*
- 4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.*
- 5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.*

The general course goals of 1301 are to have students improve their writing abilities and increase their proficiency in critical reading and in writing nonfiction prose, with emphasis on narration, exposition, and persuasion.

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

- Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
- Demonstrate Communications Skills—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

- Students will be able to identify, arrange, and evaluate the effectiveness of a thesis statement.

- Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
- Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to the audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluation:

Methods of Course Instruction/Delivery:

Writing assignments and exercises, in-class writing or editing workshops, group work, class discussions, tests or quizzes (quizzes may be announced or unannounced), lectures, and reading.

Semester Grade Determination:

Quizzes & Peer Reviews	100
Novel Quiz	100
Lab Exercises Tests (Located in Blackboard)	150
Participation/Annotations/Discussion (includes in-class work)	100
Writing Exam (Narration, Description, Definition)	300
Argumentative Essay Exam (Required)	150
Final Essay Exam (Compare/Contrast)	100
Total:	1000

Both the final exam and the documented argumentative essay are required; failure to complete either one will result in failure for the course.

Evaluation rubrics are posted in BB for each writing assignment & at the end of this document.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

All essays/writing assignments should be submitted by the beginning of the class in which the assignment is due (except for final drafts that must be submitted by 11:59 pm). Submit as a Word or PDF attachment to the "Submit Writing Assignment" folder in BB. Do not submit as a PDF. Do not submit essays via email.

An essay/writing assignment must meet the minimum length requirement before I will grade it (a score of zero will be assigned). Assignments that do not meet the length requirement are not considered as valid submissions

and will likely receive a grade of zero. A minimum of 15 points will be deducted for an essay that is close to the required length, yet does not quite meet it.

ENGL 1301 Labs (Online):

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under **ANY** circumstances. Plan ahead and complete them by the scheduled due dates!

There are a total of 14 lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs and 30 minutes on each diagnostic test, for a total of 16 hours.

Attendance and Make-up Work:

Class attendance is **expected**. If a student is more than five minutes late, the student will be counted absent. If a student leaves class early (without prior arrangements), the student will be counted absent. A student who stops attending after the last drop date will receive an F in the course.

Students are responsible for notes and assignments missed. No late papers will be accepted. Papers are considered late if they are submitted after the due date.

***Please keep in mind that these make-up policies apply to extracurricular absences as well.* You are not penalized for an extra-curricular absence.**

Writing Center:

Students seeking assistance with writing assignments will receive one-on-one help in AD125 on the Paris campus. This can be beneficial tutoring for students at ALL writing levels, and it's free! Call 903-782-0314 for an appointment. You can also email your paper to writingcenter@parisjc.edu. Include the essay topic with your paper, so the tutor can assist you.

ENGL 1301 Exemption Rules for Final:

To be exempt from the final, a student must meet the following criteria:

- Any student who
- a.) submits all prior essays,
 - b.) earns an **80 essay average**, and
 - c.) has 4 or less class absences

Students who do **NOT** qualify for exemption:

- Any student who
- a.) does not submit all prior essays **and/or**
 - b.) earns **an essay average less than 80** and/or
 - c.) has more than 4 absences

Students who are not exempt will write an essay for the final exam. In addition, this essay grade will replace the student's lowest essay grade (one exception: the research paper grade **CANNOT** be replaced).

If a student qualifies for exemption, but still wishes to write an essay for the final in an effort to improve overall course average, he/she may do so.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **November 12th**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI)

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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You can return to your normal activities when, for at least 24 hours, both are true:

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2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

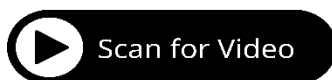
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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English 1301. FALL 2026 Syllabus Course Schedule

Week 1

Mon, Aug 24	Syllabus; Assign Text Books
Tue, Aug 25	Read: Patterns Chapter 1-3 Pages 11-29; Page 44-48; Page 51-65
Wed, Aug 26	MLA Basics, Essay Structure
Thu, Aug 27	Read: Ch 6 Narrative: Pg 99-114; Pg 119-123 "My Mother Never Worked" (Narration)
Fri, Aug 28	No School

Week 2

Mon, Aug 31	Structure of Narratives, Voice, Assign Narrative Essay; Analyze "My Mother Never Worked" for purpose/audience & rhetorical appeals
Tue, Sep 1	Writing: Narrative Rough Draft
Wed, Sep 2	Read: Patterns Chapter 7: Pg 147-168; Pg 177-182 "Stability in Motion" (Description)
Thu, Sep 3	Analyze "Stability in Motion"; Hooks Read Before Class <i>Divergent</i> through Chapter 12
Fri, Sep 4	Read: Chapter 8: Pg 219-221 "The Challenge of Being Human in the Age of AI" (Exemplification) Pg 224-227 "My Grandparents Were Stolen from Their Families as Children" (Exemplification) Read Chapter 9: Pg 278-281 "Finally Write That Short Story" (Process)

Week 3

Mon, Sep 7	No School
Tue, Sep 8	Vivid details, showing vs. telling, sensory imagery Analyze Exemplification essays
Wed, Sep 9	Writing: Narrative Rough Draft
Thu, Sep 10	Analyze Process essays
Fri, Sep 11	Writing: Narrative Rough Draft Submitted to 12 Hour Review through Tutor.com (once your Rough Draft has been submitted to Tutor.com you can work on it outside of class) Read Before Class: <i>Divergent</i> through Chapter 16

Week 4

Mon, Sep 14	Read: Chapter 10: Pg 340-351 "The Internet: How Words Can Unite or Divide Us" "Why Rational People Buy into Conspiracy Theories" (Cause/Effect) Pg 358-365 "Photos That Change History" (Cause/Effect)
Tue, Sep 15	Setting & mood, figurative language

	Analyze Cause/Effect essays
Wed, Sep 16	Writing: Narrative Final Draft DUE by 11:59 pm
Thu, Sep 17	Read <i>Divergent</i> through Chapter 21 Assign Descriptive Essay; Read Ms. Collins' Descriptive Essay; Practice Imagery
Fri, Sep 18	
<u>Week 5</u>	
Mon, Sep 21	Writing: Descriptive Essay Rough Draft Read: Chapter 16-17: Pg 715-739
Tue, Sep 22	Claims, evidence, logical reasoning; Show don't tell figurative language
Wed, Sep 23	Writing: Descriptive Essay Rough Draft
Thu, Sep 24	Read <i>Divergent</i> through Chapter 24
Fri, Sep 25	No School Writing: Descriptive Rough Draft Submitted to 12 Hour Review through Tutor.com (once your Rough Draft has been submitted to Tutor.com you can work on it outside of class)
<u>Week 6</u>	
Mon, Sep 28	Read: Chapter 14 Pg 533-560; Pg 563 -572 Pg 613 - 637 Casebook on Is Free Speech on Campus in Peril (Argumentative) Pg 665 "Ban This Book" Graphic (Argumentative)
Tue, Sep 29	Research methods, evaluating sources for credibility, avoiding plagiarism
Wed, Sep 30	Writing: Descriptive Essay Final Draft DUE
Thu, Oct 1	Analyze Argumentative essays, How to use a database; Annotated Bibliography
Fri, Oct 2	Read <i>Divergent</i> through Chapter 28
<u>Week 7</u>	
Mon, Oct 5	Writing: Research /Annotated Bibliography
Tue, Oct 6	Integrating sources, counter arguments, MLA refresh
Wed, Oct 7	Writing Research/Annotated Bibliography
Thu, Oct 8	Paraphrasing vs summarizing Read <i>Divergent</i> through Chapter 32
Fri, Oct 9	Staff Development
<u>Week 8</u>	
Mon, Oct 12	Writing: Research/Annotated Bibliography
Tue, Oct 13	Writing: Research/Annotated Bibliography
Wed, Oct 14	Writing: Annotated Bibliography DUE

Thu, Oct 15	Read <i>Divergent</i> through Chapter 36 rhetorical strategies in argument ALL LABS DUE 11:59 pm
Fri, Oct 16	No School
<u>Week 9</u>	
Mon, Oct 19	Read: Chapter 12: Pg 473 -482 "The Ways We Lie" (Classification and Division) Chapter 13: 513-515 "I Want A Wife" (Definition)
Tue, Oct 20	Thesis statements, Logical Fallacies, Counter Arguments
Wed, Oct 21	Writing: Argumentative Rough Draft
Thu, Oct 22	Analyze Classification and Division and Definition essays Read <i>Divergent</i> through Chapter 39
Fri, Oct 23	No School
<u>Week 10</u>	
Mon, Oct 26	Continue Logical Fallacies
Tue, Oct 27	Integrating Quotes; Block Quotes
Wed, Oct 28	Writing: Argumentative Rough Draft
Thu, Oct 29	Writing: Argumentative Rough Draft
Fri, Oct 30	Writing: Descriptive Rough Draft Submitted to 12 Hour Review through Tutor.com (once your Rough Draft has been submitted to Tutor.com you can work on it outside of class)
<u>Week 11</u>	
Mon, Nov 2	Read: Chapter 11: Pg 371-393; Pg 394-395 "If you have something to say, Then Say It" (Compare/Contrast) Pg 406-417 "I'm Your Teacher, Not Your Internet-Service Provider" "Sex, Lies, and Conversation" (Compare/Contrast)
Tue, Nov 3	Analytical connections, transition strategies Assign Compare/Contrast Essay
Wed, Nov 4	Divergent Novel Test
Thu, Nov 5	Watch Divergent
Fri, Nov 6	
<u>Week 12</u>	
Mon, Nov 9	Watch Divergent
Tue, Nov 10	Watch Divergent
Wed, Nov 11	Film analysis; adaptation study; note-taking for compare/contrast
Thu, Nov 12	Writing: Compare/Contrast
Fri, Nov 13	

<u>Week 13</u>	
Mon, Nov 16	Writing: Compare/Contrast
Tue, Nov 17	Writing: Compare/Contrast
Wed, Nov 18	Writing: Compare/Contrast Rough Draft Submitted to 12 Hour Review through Tutor.com (once your Rough Draft has been submitted to Tutor.com you can work on it outside of class)
Thu, Nov 19	Writing: Compare/Contrast Final Draft DUE
Fri, Nov 20	No School
<u>Week 14 Thanksgiving Break</u>	
Mon, Nov 23	No School
Tue, Nov 24	
Wed, Nov 25	
Thu, Nov 26	
Fri, Nov 27	
<u>Week 15</u>	
Mon, Nov 30	Determine if you have to take the final
Tue, Dec 1	
Wed, Dec 2	
Thu, Dec 3	
Fri, Dec 4	
<u>Week 16</u>	
Mon, December 7	Final Due at the end of class.
Tue, December 8	
Wed, December 9	
Thu, December 10	-
Fri, December 11	Final Grades DUE by 9 a.m.

HPRS 1202 – WELLNESS AND HEALTH PROMOTION
2026-2027 Fall 16 Week term

Instructor: Juliana Osornio
Office: 903-994-4817
Phone: 903-243-7077
Email: Juliana.osornio@cumbyisd.net
Office Hours: 9am-4pm

Meeting Location: CCHS room 308
Meeting Days: M-F
Meeting Times: 11:07am-11:54am

Course Description: An overview of wellness theory and its application throughout the life span. The course focuses on the development of healthy attitudes and behaviors, the influence of cultural beliefs on health, and effective communication of wellness concepts.

Students will examine the many factors that influence individual and community health and apply wellness concepts to real-life situations.

College Credit: 2 semester hours

Prerequisite: None, but prior health science coursework is recommended.

Required Textbook(s) and Materials:

Access to Internet for research and online assignments
Hardbound sketchbook 8.5" x 11"

Course Goals and Objectives:

Upon successful completion of this course, students should be able to:

1. Explain personal, social, cultural, nutritional, and environmental components of wellness and disease prevention.
2. Correlate concepts of wellness with healthy lifestyle choices.
3. Identify factors that influence personal health behaviors and attitudes.
4. Examine wellness throughout the lifespan.
5. Discuss the relationship between physical, emotional, social, intellectual, spiritual, environmental, occupational, and financial wellness.
6. Analyze the effects of nutrition, physical activity, sleep, and stress on overall health.
7. Recognize behaviors that increase or decrease the risk of chronic disease.
8. Examine the impact of culture, family, community, and environment on health decisions.
9. Evaluate reliable sources of health information.
10. Develop practical health-promotion strategies for individuals and communities.

Course Requirements and Evaluation:

Students are expected to participate actively in this college-level course and complete all assigned coursework.

1. Class Assignments

Students will complete individual and group activities related to wellness and health promotion. Activities may include:

- Guided notes
- Case studies
- Health scenarios
- Wellness assessments
- Research activities
- Reflections
- Healthcare applications
- Interactive notebook activities

2. Personal Wellness Activities

Students will periodically evaluate different aspects of their own wellness and identify realistic strategies for maintaining or improving healthy behaviors.

Students will not be required to disclose private medical information. Personal wellness activities should focus on healthy decision-making, goal setting, and health-promotion concepts.

3. Wellness & Health Promotion Projects

Students will complete projects that require them to research and communicate accurate health information.

Projects may include:

- Wellness infographic
- Health education campaign
- Disease-prevention project
- Community health project
- Health promotion presentation

4. Quizzes

Quizzes will assess understanding of wellness concepts, terminology, health behaviors, prevention strategies, and course content.

5. Unit Exams

Unit examinations will assess students' ability to understand and apply wellness concepts to real-world situations.

6. Comprehensive Final Assessment

Students will complete a comprehensive final examination or final wellness/health-promotion project demonstrating knowledge gained throughout the semester.

COURSE EVALUATION

Evaluation Category	Percentage
Daily/Class Assignments	25%
Wellness Activities & Reflections	15%
Quizzes	20%
Projects/Presentations	15%
Unit Exams	15%
Final Exam/Final Project	10%
TOTAL	100%

GRADING SCALE

Grade	Course Average
A	90–100
B	80–89
C	70–79
D	60–69
F	Below 60

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on Friday, August 28th, 2026.

Course Policies:

Because this is a college-level dual-credit course, students are expected to:

- Attend class regularly and arrive prepared.
- Complete assignments by established deadlines.
- Participate appropriately in classroom activities.
- Maintain an organized course notebook.
- Study medical vocabulary outside of class.
- Use professional language and behavior.
- Take responsibility for missed assignments following an absence.
- Follow academic integrity expectations on all assignments and assessments.

Health Information & Privacy:

Wellness topics sometimes involve personal or sensitive information.

Students will never be required to disclose private health information, medical diagnoses, family medical history, weight, mental health information, or other personal health information to the class.

Students may use hypothetical examples when completing assignments involving sensitive wellness topics.

Respectful discussion and confidentiality are expected during classroom activities.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is November 12, 2026. Regular attendance and active participation are important for success in this course.

Students are responsible for obtaining and completing coursework missed due to an absence according to school and college policies.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Course Philosophy:

Wellness is more than simply being free from illness. It involves the choices, behaviors, relationships, environments, and resources that influence health throughout life.

The purpose of this course is not simply to memorize health information. Students will learn to evaluate health information, recognize risk and protective factors, make informed decisions, and communicate strategies that promote healthier individuals and communities.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

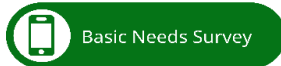
1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.
In person and via Cumby ISD student email.

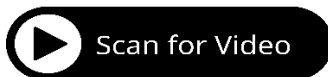
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Week	Topic	Major Focus
1	Introduction to Wellness	Health vs. wellness, wellness continuum, personal responsibility
2	Dimensions of Wellness	Physical, emotional, social, intellectual, spiritual, environmental, financial & occupational
3	Personal Health & Goal Setting	Health behaviors, SMART goals, behavior change
4	Nutrition	Nutrients, balanced eating, food labels, healthy choices
5	Physical Activity & Fitness	Components of fitness, exercise recommendations, benefits of activity
6	Weight & Body Composition	Energy balance, healthy weight management, body image
7	Stress Management	Stress response, coping strategies, resilience and relaxation
8	Mental & Emotional Wellness	Emotional health, coping, relationships and seeking appropriate support
9	Sleep & Rest	Sleep requirements, sleep hygiene and effects of sleep deprivation
10	Substance Use & Prevention	Tobacco/nicotine, alcohol, drugs, addiction and prevention
11	Disease Prevention	Risk factors, screenings, immunizations and preventive healthcare
12	Chronic Disease & Lifestyle	Cardiovascular disease, diabetes, cancer and other lifestyle-related conditions
13	Environmental & Community Health	Environmental influences, community resources and public health
14	Culture & Health	Cultural beliefs, health disparities and communication of wellness

15	Wellness Across the Lifespan	Health promotion from childhood through older adulthood; course review
16	Final Assessment	Comprehensive final examination/project

MAJOR COURSE PROJECT

Personal Wellness & Health Promotion Project

During the semester, students will apply course concepts to develop a realistic wellness plan.

The project may include:

Part 1 – Wellness Assessment

Evaluate strengths and areas for potential improvement across the dimensions of wellness.

Part 2 – Goal Setting

Develop appropriate SMART wellness goals.

Part 3 – Health Promotion Strategies

Identify evidence-based strategies that could help an individual achieve the selected goals.

Part 4 – Barriers & Resources

Identify potential barriers and appropriate resources or support systems.

Part 5 – Reflection

Explain how wellness behaviors can affect health throughout the lifespan.

**Title HITT 1305 Medical Terminology I
2026-2027 Fall 16 Week term**

Instructor: Juliana Osornio
Office: 903-994-4817
Phone: 903-243-7077
Office Hours: 9am-4pm

Meeting Location: CCHS room 308
Meeting Days: M-F
Meeting Times: 9:25am – 10:12am

Course Description: This course introduces the language of medicine through the study of word parts, medical terms, abbreviations, and pronunciation related to body systems, diseases, diagnostics, and treatments. Students will develop a working vocabulary for careers in healthcare and be able to interpret medical documentation accurately.

College Credit: 3 semester hours

Prerequisite: None, but prior health science coursework is recommended.

Required Textbook(s) and Materials:

Access to Internet for research and online assignments
Hardbound sketchbook 8.5" x 11"

Course Goals and Objectives:

By the end of the course, students will be able to:

- Identify, pronounce, define, and correctly spell medical terms.
- Recognize common medical prefixes, suffixes, word roots, and combining forms.
- Analyze medical terms by separating them into their component parts.
- Construct medical terms using appropriate word parts.
- Use medical terminology appropriately in context.
- Translate commonly used medical abbreviations.
- Interpret common healthcare symbols.
- Recognize terminology associated with diagnostic and surgical procedures.
- Apply appropriate terminology to diseases and disorders of the major body systems.
- Communicate using accurate medical terminology in healthcare-related situations.

Course Requirements and Evaluation:

Students will complete a variety of assignments designed to develop medical vocabulary and the ability to use terminology in healthcare situations.

Weekly Terminology Assignments

Students will practice:

- Word roots and combining forms
- Prefixes and suffixes

- Definitions
- Correct spelling
- Pronunciation
- Medical abbreviations
- Word analysis

Body System Vocabulary

Students will maintain vocabulary for each body system and identify terminology related to:

Anatomy • Diseases • Signs/Symptoms • Diagnostic Procedures • Treatments • Surgical Procedures • Medical Specialties

Medical Word Building

Students will practice constructing and decoding medical terms using word parts.

Example: **cardiomyopathy**

cardi/o = heart

my/o = muscle

-pathy = disease

Meaning: disease of the heart muscle

Healthcare Application Activities

Students will apply terminology to realistic healthcare situations, including:

- Patient charts
- Case studies
- Medical reports
- Provider orders
- Diagnostic reports
- Patient scenarios
- Healthcare documentation

ASSESSMENT

Suggested grading structure:

Category	Percentage
Daily/Class Assignments	20%

Medical Terminology Vocabulary & Activities	20%
Quizzes	20%
Unit Exams	25%
Final Exam/Comprehensive Assessment	15%
TOTAL	100%

QUIZZES & EXAMS

Students should expect regular vocabulary quizzes throughout the semester.

Quizzes may include:

Matching

- Multiple choice
- Medical word analysis
- Prefix/suffix identification
- Abbreviations
- Spelling
- Definition of terms
- Constructing medical words
- Applying terminology to patient scenarios

Unit examinations will assess both vocabulary knowledge and the student's ability to **use medical terminology in context**.

MEDICAL TERMINOLOGY NOTEBOOK

Students are expected to maintain an organized Medical Terminology notebook or course binder.

The notebook may include:

- Prefixes
- Suffixes
- Word roots
- Combining forms
- Body-system vocabulary
- Abbreviations
- Medical specialties
- Diagnostic procedures
- Surgical procedures

- Class notes
- Practice activities

Students should use this notebook as an ongoing study resource throughout the semester.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on Friday, August 28th, 2026.

Course Policies:

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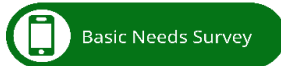
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Course Schedule/Weekly Lesson Plan:

Week 1 – Course Intro & Word Structure

Topics:

- Course overview, syllabus review
- Word parts: roots, prefixes, suffixes
- Pronunciation rules & combining forms

Vocabulary:

Prefix, Suffix, Root word, Combining vowel, Eponyms, Acronyms, Medical abbreviation, Anatomical position

Quiz Focus: Identify and define parts of a term, match examples

Week 2 – Suffixes

Topics:

- Common suffixes for procedures (-ectomy, -plasty, -graphy)
- Condition & disease suffixes (-itis, -osis, -pathy)

Vocabulary:

-itis, -osis, -pathy, -ectomy, -plasty, -graph, -gram, -graphy, -scope, -scopy

Quiz Focus: Match suffix to definition, build terms using suffixes

Week 3 – Prefixes

Topics:

- Directional, quantitative, and time-related prefixes (pre-, post-, hyper-, hypo-, brady-, tachy-)

Vocabulary:

pre-, post-, hyper-, hypo-, brady-, tachy-, peri-, endo-, epi-, intra-

Quiz Focus: Define prefixes, use in correct context

Week 4 – The Human Body in Health & Disease

Topics:

- Anatomical planes, cavities, regions
- Body organization & homeostasis

Vocabulary:

Superior, Inferior, Anterior, Posterior, Medial, Lateral, Proximal, Distal, Dorsal, Ventral

Quiz Focus: Label diagrams, apply terms to scenarios

Week 5 – Musculoskeletal System

Topics:

- Bones, joints, muscles
- Common disorders & procedures

Vocabulary:

Oste/o, My/o, Arthr/o, Chondr/o, Tendin/o, Ligament/o, Fracture, Sprain, Strain, Arthritis

Quiz Focus: Identify word roots in medical reports, match term to body structure

Week 6 – Cardiovascular System

Topics:

- Heart anatomy & circulation
- Blood vessels & common diseases

Vocabulary:

Cardi/o, Angi/o, Arteri/o, Ven/o, Thromb/o, Embol/o, Ischemia, Myocardial infarction, Arrhythmia, Hypertension

Quiz Focus: Match terms to definitions, read an ECG report for key terms

Week 7 – Blood, Lymphatic, & Immune Systems

Topics:

- Blood cells & immunity
- Lymph organs & common diseases

Vocabulary:

Hemat/o, Leuk/o, Erythr/o, Thromb/o, Immun/o, Lymph/o, Anemia, Leukemia, Immunodeficiency, Lymphoma

Quiz Focus: Word part breakdown, disease matching

Week 8 – Respiratory System

Topics:

- Lungs & airways
- Diagnostic tests & disorders

Vocabulary:

Pneum/o, Pulmon/o, Bronch/o, Trache/o, Nas/o, Rhin/o, Hypoxia, Asthma, Pneumonia, Bronchitis

Quiz Focus: Label respiratory anatomy, define terms

Week 9 – Digestive System

Topics:

- GI tract anatomy & digestion process
- Common disorders

Vocabulary:

Gastr/o, Enter/o, Col/o, Hepat/o, Cholecyst/o, Pancreat/o, Ulcer, Hepatitis, Cholelithiasis, Colitis

Quiz Focus: Build terms from roots/prefixes/suffixes

Week 10 – Urinary System

Topics:

- Kidneys, bladder, ureters, urethra
- Common diseases & tests

Vocabulary:

Nephr/o, Ren/o, Cyst/o, Urethr/o, Ureter/o, Lith/o, Hematuria, Incontinence, Nephritis, Dialysis

Quiz Focus: Match conditions to body structures

Week 11 – Reproductive Systems

Topics:

- Male & female anatomy
- Fertility, pregnancy terms

Vocabulary:

Gynec/o, Andro/o, Uter/o, Oophor/o, Test/o, Spermat/o, Obstetrics, Endometriosis, Prostatitis, Infertility

Quiz Focus: Identify correct root for male/female structures

Week 12 – Nervous System

Topics:

- Brain, spinal cord, nerves
- Neurological disorders

Vocabulary:

Neur/o, Encephal/o, Myel/o, Cerebr/o, Mening/o, Epilepsy, Stroke, Neuropathy, Dementia, Meningitis

Quiz Focus: Match condition to affected area

Week 13 – Special Senses

Topics:

- Eye & ear anatomy
- Common disorders & procedures

Vocabulary:

Ophthalm/o, Ocul/o, Ot/o, Audi/o, Tympan/o, Cataract, Glaucoma, Otitis, Tinnitus, Myopia

Quiz Focus: Identify terms from a vision/hearing screening report

Week 14 – Endocrine System

Topics:

- Hormones & glands
- Common disorders

Vocabulary:

Endocrin/o, Thyroid/o, Adren/o, Pituitar/o, Insulin, Diabetes, Hyperthyroidism, Hypothyroidism, Cushing's syndrome, Addison's disease

Quiz Focus: Match hormone to gland

Week 15 – Integumentary System

Topics:

- Skin anatomy & disorders
- Dermatology procedures

Vocabulary:

Dermat/o, Cutane/o, Melan/o, Onych/o, Alopecia, Psoriasis, Dermatitis, Melanoma, Biopsy, Lesion

Quiz Focus: Apply terms in dermatology scenarios

Week 16 – Review & Final Exam

Topics:

- Comprehensive review of all systems
- Medical chart interpretation

Vocabulary:

All previously learned terms

Quiz Focus: Full cumulative review before final

BIOL 1322
Nutrition
Fall 8-week term 1 -2026

Instructor: Jennifer Hudson

Office: MS 210B

Phone: 782-0319 ex. 1369

Email: jhudson@parisjc.edu

Office Hours: M-8:30-9:30, 10:45-3:00, T&H-7:30-8:00, 10:45-4:00, W-7:30-9:30, 10:45-4:00

Meeting Location: MS 214

Meeting Days: T, H

Meeting Times: 8:00- 9:15

Course Description:

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect Smith : Wardlaw's Contemporary Nutrition 26 release(Evergreen) Wardlaw's Contemporary Nutrition. You will be able to access the textbook and learning materials directly through Blackboard Ultra.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation, and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Apply nutritional knowledge to analyze personal dietary intakes, to plan nutritious meals using nationally established criteria to meet recommended goals, and to evaluate food labels and the validity of nutritional claims.

2. Trace the pathways and processes that occur in the body to handle nutrients and alcohol through consumption, digestion, absorption, transport, metabolism, storage and waste excretion.
3. Discuss functions, sources, deficiencies, and toxicities of macro- and micronutrients, including carbohydrates, lipids, proteins, water, vitamins, and minerals.
4. Apply the concept of energy balance and its influences at the physical, emotional, societal, and cellular level to evaluate advantages and disadvantages of various methods used to correct energy imbalances.
5. Utilize concepts of aerobic and anaerobic energy systems, and knowledge about macronutrients, vitamins, minerals, ergogenic, and supplements and relate them to fitness and health.
6. Describe health and disease issues related to nutrition throughout the life cycle, including food safety, corrective dietary modifications, and the influence of specific nutrients on diseases.

Course Requirements and Evaluation:

4 Unit Exams & 1 Comprehensive Final	50% of course grade
Daily work (Questions over notes, quizzes, other work)	50% of course grade

100%

Power of the Final

The Final Exam can replace a missed or low Unit Exam score.

All homework and laboratory assignments will be accepted on the due date. Late work or extensions are not given unless you have a **verifiable and unavoidable** excuse. The last day to drop the course with a grade of W is **October 1**. If circumstances require you to withdraw from this course, you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Required Activity:

All students must complete the syllabus quiz located in the "Start here" section of Blackboard by 11:59 p.m. on August 30. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

I expect every student to come to class prepared to interact with the instructor and other students by listening, discussing, questioning, and taking notes relating to the topic. All students will need a notebook and pens or pencils Tests must be taken with a #2 pencil. Bring a scantron form and your pencil to every test. The required scantron can be found in the PJC Book Store; the scantron number you need is **#882e**.

Respect your classmates' right to an education.

Give your full attention to the course and anyone speaking to the class as a whole. Avoid creating distractions - do not arrive late, leave during class (unless you have an emergency), pass notes, do any other work, or conduct private conversations during class. Students who persist in these behaviors may be asked to leave the class. Don't bring visitors unless

approved by the instructor—no food /or beverages to class. Please turn off or silence all cell phones before coming into the classroom. No physical violence or threats of physical violence will be tolerated.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **October 1.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Link to the PJC IT checklist: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

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Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.
<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

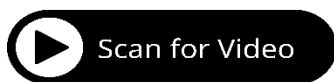
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan: Dates subject to change

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-25	Ch. 1	Lecture questions
8-27	Ch. 2	Lecture questions
9-1	Ch. 3	Lecture questions
9-3	Test- Unit 1	
9-8	Ch. 4	Lecture questions
9-10	Ch. 5	Lecture questions
9-15	Ch. 6	Lecture questions
9-17	Test Unit 2	
9-22	Ch. 7	Lecture questions
9-24	Ch. 8	Lecture questions
9-29	Ch. 9	Lecture questions
10-1	Test- Unit 3	
10-6	Ch. 10, Ch. 11	Lecture questions
10-6	Ch. 11, Ch. 12	Lecture questions
10-8	Test	
10-13	Review	
10-15	Final	

BIOL 1322
Nutrition
Fall 8-week term 2 -2026

Instructor: Jennifer Hudson

Office: MS 210B

Phone: 782-0319 ex. 1369

Email: jhudson@parisjc.edu

Office Hours: M-8:30-9:30, 10:45-3:00, T&H-7:30-8:00, 10:45-4:00, W-7:30-9:30, 10:45-4:00

Meeting Location: MS 214

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Course Description:

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

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Course Goals and Objectives:

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Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Apply nutritional knowledge to analyze personal dietary intakes, to plan nutritious meals using nationally established criteria to meet recommended goals, and to evaluate food labels and the validity of nutritional claims.

2. Trace the pathways and processes that occur in the body to handle nutrients and alcohol through consumption, digestion, absorption, transport, metabolism, storage and waste excretion.
3. Discuss functions, sources, deficiencies, and toxicities of macro- and micronutrients, including carbohydrates, lipids, proteins, water, vitamins, and minerals.
4. Apply the concept of energy balance and its influences at the physical, emotional, societal, and cellular level to evaluate advantages and disadvantages of various methods used to correct energy imbalances.
5. Utilize concepts of aerobic and anaerobic energy systems, and knowledge about macronutrients, vitamins, minerals, ergogenic, and supplements and relate them to fitness and health.
6. Describe health and disease issues related to nutrition throughout the life cycle, including food safety, corrective dietary modifications, and the influence of specific nutrients on diseases.

Course Requirements and Evaluation:

4 Unit Exams & 1 Comprehensive Final	50% of course grade
Daily work (Questions over notes, quizzes, other work)	50% of course grade

100%

Power of the Final

The Final Exam can replace a missed or low Unit Exam score.

All homework and laboratory assignments will be accepted on the due date. Late work or extensions are not given unless you have a **verifiable and unavoidable** excuse. The last day to drop the course with a grade of W is **November 24**. If circumstances require you to withdraw from this course, you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Required Activity:

All students must complete the syllabus quiz located in the "Start here" section of Blackboard by 11:59 p.m. on October 25. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

I expect every student to come to class prepared to interact with the instructor and other students by listening, discussing, questioning, and taking notes relating to the topic. All students will need a notebook and pens or pencils Tests must be taken with a #2 pencil. Bring a scantron form and your pencil to every test. The required scantron can be found in the PJC Book Store; the scantron number you need is **#882e**.

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approved by the instructor—no food /or beverages to class. Please turn off or silence all cell phones before coming into the classroom. No physical violence or threats of physical violence will be tolerated.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **November 24**.

Class Conduct:

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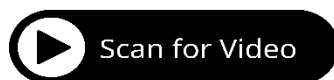
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

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Course Schedule/Weekly Lesson Plan: Dates subject to change

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10-20	Ch. 1	Lecture questions
10-22	Ch. 2	Lecture questions
10-27	Ch. 3	Lecture questions
10-29	Test- Unit 1	
11-3	Ch. 4	Lecture questions
11-3, 11-5	Ch. 5	Lecture questions
11-5	Ch. 6	Lecture questions
11-10	Test Unit 2	
11-12	Ch. 7	Lecture questions
11-12, 11-17	Ch. 8	Lecture questions
11-17	Ch. 9	Lecture questions
11-19	Test- Unit 3	
11-24	Ch. 10,11	Lecture questions
12-1	Ch. 11,12	Lecture questions
12-3	Test	Lecture questions
12-8	Review	
12-10	Final	

Biol 2401.740
Anatomy and Physiology 1
Fall 2026

Instructor: Colleen Shearer
Office: Room 119
Phone: 903 – 378 – 2264 Ext. 319
Email: cshearer@parisjc.edu
Office Hours: T– F 7:15 -4:15

Meeting Location: Honey Grove High School
Meeting Days: T-F
Meeting Times: 10:25 – 11:17

Course Description:

Anatomy and Physiology 1 is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

The lab provides a hands-on learning experience for the exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and McGraw Hill via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will not need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please get in touch with the PJC Business Office if you have questions about charges to your student account. <https://www.parisjc.edu/main/business-office/>

Your required e-textbook and course materials for Biol 2401, **Welsh Connect for Hole's Anatomy and Physiology w/Proctorio+ 16e**, will be delivered digitally in your Blackboard Ultra course or via the URL provided by your instructor. If you do not want to participate in the PJC Inclusive Access Program and would prefer to procure your required course materials elsewhere, you must opt out to avoid being charged the discounted price on your student account.

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation, and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data, and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations, and predictions.
11. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
12. Describe the unity and diversity of life and the evidence for evolution through natural selection.

Course Requirements and Evaluation:

Exams	60% of course grade
Daily Work and Labs	40%

Make-Up Work

If you miss a major exam, you will be allowed to make up the exam by appointment with the instructor. The appointment must be made at least two days prior to the day of makeup. Every exam must be made up within one week of the original date of the exam.

All homework and laboratory assignments will be accepted on the due date at the beginning of the period only. NO LATE PAPERS OR ASSIGNMENTS. NO EXCEPTIONS.

Course Policies

I expect every student to come to class prepared to interact with the instructor and other students by listening, discussing, questioning, and taking notes relating to the topic at hand.

Respect your classmates' right to an education.

Give your full attention to the course and to anyone who is speaking to the class as a whole. Avoid creating distractions - do not arrive late, leave during class (unless you have an emergency), pass notes, do any other work, or conduct private conversations during class. Students who persist in these behaviors may be asked to leave the class. Don't bring visitors unless approved by the instructor. No food /or beverages to class. Please turn off or silence all cell phones, before coming into the classroom. No physical violence or threats of physical violence will be tolerated.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. Students absent, for any reason, are still responsible for lecture materials and any required assignments. I am fully aware that there are times when you may not be able to attend and I expect notification of your absence if possible. Excessive absences will ultimately hinder your success in this course. *Withdrawals* must be initiated by the student. The last day for a student to withdraw from a course with a grade of W is **Thursday, November 12th**.

College policy requires faculty members to take attendance each class session and to record absences in the college-wide computer system. Once entered, each student's attendance record may be viewed by College personnel with the need to monitor this information. This includes student records, student financial aid, academic advising and counseling, campus police department, and administrative staff. Excessive absences may adversely impact a student's grades and financial aid awards.

Class Conduct:

Please turn off or silence and put away all electronic devices before entering the classroom/laboratory. Every student should be courteous to other students and the instructor in both lecture and laboratory experiences. I will not tolerate rudeness, disruptive behavior, or sleeping during class. No threats of violence or obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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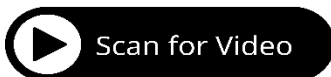
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Topics of Study:

Introduction to A & P
Chemistry of Life
The Cell
Cell Metabolism
Tissues
The Integumentary System
Skeletal System
Joints
Muscular System
Nervous Systems
Human Senses

Laboratory Schedule: Virtual Labs by MGH Connect Lab Schedule: *Labs will follow the lecture schedule.*



BIOL 2401.50G0
Anatomy & Physiology I (Lecture + Lab) – Hybrid Course
Fall 2026

Instructor: Dr. Beverly Kopachena

Office: SS #112

Phone: 903-885-1232

Email: bkopachena@parisjc.edu (please use **EMAIL** or **Bb Messages** for all outside-of-class communication)

Office Hours: MW 10:45-11:30, 1:00-3:00; TR 9:00-11:30, 1:00-3:00; by appointment or whenever my door is open

Meeting Location, Days, & Times: SS#117, MW 9:30-10:45am

Course Description:

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses. Fee charged. Core Curriculum satisfied for Natural Lab Sciences. Prerequisites: none. 4 SCH

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through **Dragon Now**, the campus-wide, affordable course materials program. Your PJC account will be charged automatically so you will not need to make a separate purchase. For this course, we will be using courseware integrated with McGraw-Hill's Connect (**Welsh, Hole's Anatomy & Physiology.**) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to **opt out** of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account.
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own. If you have any questions about Dragon Now or the charge to your student account, please contact the Virtual Campus Store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

In order to access your online Connect course materials, click on the **First Assignment: Connect Syllabus Quiz (Required!)**

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level):

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Course Learning Outcomes (Spring 2021):

Learning Outcomes – Lecture:

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

Learning Outcomes – Lab:

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations, and predictions.

Course Requirements and Evaluation:

Connect Homework	25%
Lecture Tests (four @10% each)	40%
Comprehensive Final Exam (all chapters)	10%
Lab grade (lab average 40%, practical test 50%, group project 10%)	<u>25%</u>
	100%

Final grades will be based upon the following: A=89.5-100%, B=79.5-89%, C=69.5-79%, D=49.5-69%, F=49% and below. It is the student's responsibility to keep track of grades. **All college students are expected to be able to do simple mathematics – do not ask the instructor to calculate the number of points needed to receive a certain grade in the course.** All grades will be available in the **Gradebook in Blackboard**. Your **Overall Course Grade** will be available in the Gradebook throughout the semester.

Mid-Term Grades: PJC instructors are required to enter mid-term grades during the ninth week of the semester (**Friday, Oct. 16th.**) Once entered, each student's mid-term grade may be viewed by College personnel that need to monitor such information, such as Student Records, Student Financial Aid, Academic Advising and Counseling, and administrative staff.

Course Schedule:

See last page of the Course Syllabus.

Required Activity:

All students must complete the **First Assignment: Syllabus Quiz** located in the **Start Here! Module** section of Blackboard by **11:59 pm on Sunday, Sept. 9th**, before the **Official Reporting Day (ORD)**. Completion of this assignment serves as verification of course participation. **Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.**

Course Policies:

1. This course is not self-paced; there are **specific** due dates for all assignments. Labs and homework are available to complete on the first day of the semester – you can work ahead, but they **must** be completed by the due dates. They each should take approximately one hour but may take longer based on your performance. Connect grades should upload to My Grades in Blackboard in about an hour. **Please do your assignments well before the due dates and do not procrastinate.**

Late work is not accepted for Connect Homework or Labs (absolutely NO exceptions) – please do not ask to submit them late.

2. The lab practical tests are open for approximately one week and cover material from the lab exercises. They close at midnight on the due date.
3. The lecture tests will consist of 40 multiple choice questions and will cover three chapters each. The final exam will consist of ~100 questions from all of the chapters. A missed test must be made up within seven days. Please see your instructor if you have questions about this policy.
4. To avoid possible cheating, you will be able to review your test after all students have taken the test.
5. You will have a required group project that is worth 10% of your lab grade.
6. **No test grades (including zeros) will be dropped when calculating final overall grades.**
7. Any extra credit will be available to the entire class ONLY – **no individual extra credit will be given – please DO NOT ASK.**
8. This class is hybrid and uses many online and digital resources. Therefore, you must have access to a strong internet connection. Speakers are also recommended. Problems with internet service are **not** an excuse for missing assignments – do your assignments well before the due dates to avoid this issue. If you have problems with your internet service, the College computer labs, public libraries, and many businesses offer free WiFi service.
9. If Connect is not working correctly, please go to the **Start Here!** Module and run a **Check Your Computer**. Please click on that link **BEFORE** contacting your instructor. In most cases, enabling pop-ups and updating your internet browser fixes problems. If that does not work, please contact the **Connect Help Site**. The link is found in the **McGraw-Hill's Connect Information** folder in the **Start Here! Module**. Your instructor has no control over technical problems with Connect – you must contact the Connect Help Site for technical problems.
10. **It is NOT recommended that you use cell phones for Blackboard or your Connect HW or labs.** Blackboard and Connect were not designed to be used on cell phones and items may not display or work correctly.
11. All students must register for and monitor their PJC Dragon Mail account **daily**. All correspondence from the instructor and the College will be delivered to the Dragon Mail account. See **“PJC Official Dragon Mail Information”** in Blackboard for more information.
12. If you want an actual paper textbook, you can purchase a loose-leaf copy through your Connect course. Connect access includes the eBook (online textbook.)
13. Blackboard is your official course – **NOT CONNECT**. Log into Blackboard **daily**.
 - a. Blackboard Username: Your PJC student ID number, without dashes.
 - b. Blackboard Password: Your birthday (month, day, four-digit year, without marks).
14. Please keep track of assignment due dates using the Course Schedule and the Modules in Blackboard. Do **NOT** rely on the Gradebook – it moves assignments based on due dates and may cause you to miss coursework.

Class Attendance:

Class attendance is critical for the successful completion of this course. For all courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the **student (see instructions in Blackboard.)** **The last day for a student to withdraw from a course with a grade of “W” is Thurs., Nov. 12th.**

Class Conduct:

Please turn off or silence and put away all cell phones, earbuds, headphones, etc. before entering the classroom/laboratory. Laptops or tablets will be permitted by instructor consent only. No obscene, vulgar,

rude, or insulting language will be permitted in the classroom/laboratory for any reason. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

PJC Science Department - Artificial Intelligence Statement:

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students **must** cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be included in your reference list. Please verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, please stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher.) You can return to your normal activities when, **for at least 24 hours**, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by PJC email and Blackboard Messages.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable. This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023. If you or someone you know is considering suicide, help is available at **988**. Help is also available on your campus in PJC's Counseling Center in Alford Center in Paris (counseling@parisjc.edu) and in the community.



A&P 1 Course Schedule – Fall 2026

Please print and check off items as you complete them – all items are due at midnight

All Connect HW & Labs open 8/24. Late work is never accepted for HW or Labs.

First Day of Semester: Monday, August 24th, 2026

- ☐ **Connect Syllabus Quiz: Due Sunday, Sept. 6th**

- ☐ **MODULE 1: all items due 9/13**
Chs. 1, 2, 3
Connect HW Set 1
Connect Labs Set 1
Test 1 (Chs. 1, 2, 3): TBA

- ☐ **MODULE 2: all items due 10/11**
Chs. 4, 5, 6
Connect HW Set 2
Connect Labs Set 2
Test 2 (Chs. 4, 5, 6): available TBA

- ☐ **Lab Practical Test 1 (Labs Sets 1 & 2): available 10/12 – 10/18**

- ☐ **MODULE 3: all items due 11/1**
Chs. 7, 8, 9
Connect HW Set 3
Connect Labs Set 3
Test 3 (Chs. 7, 8, 9): available TBA

- ☐ **MODULE 4: all items due 11/29**
Chs. 10, 11, 12
Connect HW Set 4
Connect Labs Set 4
Test 4 (Chs. 10, 11, 12): available TBA

- ☐ **Lab Practical Test 2 (Lab Sets 3 & 4): available 11/30 – 12/6**

- ☐ **Group Project: due 11/29**

- ☐ **Comprehensive Final Exam: available 11/30 – 12/8**

Last Day of Semester: Thursday, December 10th, 2026

The Course Syllabus & Schedule are subject to change by the instructor.



BIOL 2401.20D0
Anatomy & Physiology 1 (Lecture + Lab) – Online Course
Fall 2026

Instructor: Dr. Beverly Kopachena

Office: SSC #112

Phone: 903-885-1232 (please use **Email** or **Blackboard Messages** for all communication)

Email: bkopachena@parisic.edu

Office Hours: Online; messages will be answered within 24 hours, 7 days a week

Meeting Location, Days, Times: Online

Course Description:

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses. Fee charged. Core Curriculum satisfied for Natural Lab Sciences. Prerequisites: none. 4 SCH

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through **Dragon Now**, the campus-wide, affordable course materials program. Your PJC account will be charged automatically so you will not need to make a separate purchase. For this course, we will be using courseware integrated with McGraw-Hill's Connect (**Welsh, Hole's Anatomy & Physiology.**) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to **opt out** of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account.
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own. If you have any questions about Dragon Now or the charge to your student account, please contact the Virtual Campus Store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

In order to access your online Connect course materials, click on the **Connect Syllabus Quiz**.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level):

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Course Learning Outcomes (Spring 2021):

Learning Outcomes – Lecture:

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

Learning Outcomes – Lab:

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations, and predictions.

Course Requirements and Evaluation:

Connect Homework	25%
Lecture Tests (four @10% each) - proctored with Respondus/Webcam	40%
Comprehensive Final Exam (all chapters)	10%
Lab grade (lab average 40%, practical test 50%, group project 10%)	<u>25%</u>
	100%

Final grades will be based upon the following: A=89.5-100%, B=79.5-89%, C=69.5-79%, D=49.5-69%, F=49% and below. It is the student's responsibility to keep track of grades. **All college students are expected to be able to do simple mathematics – do not ask the instructor to calculate the number of points needed to receive a certain grade in the course.** All grades will be available in the **Gradebook** in **Blackboard**. Your **Overall Course Grade** will be available in the Gradebook throughout the semester.

Mid-Term Grades: PJC instructors are required to enter mid-term grades during the ninth week of the semester (**Friday, Oct. 16th.**) Once entered, each student's mid-term grade may be viewed by College personnel that need to monitor such information, such as Student Records, Student Financial Aid, Academic Advising and Counseling, and administrative staff.

Course Schedule:

See last page of the Course Syllabus.

Required Activity:

All students must complete the **First Assignment: Syllabus Quiz** located in the **Start Here! Module** section of Blackboard by **11:59 pm on Sunday, Sept. 9th**, before the **Official Reporting Day (ORD)**. Completion of this assignment serves as verification of course participation. **Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.**

Course Policies:

1. This course is **not** self-paced; there are **specific due dates** for all assignments (please see the Course Schedule on the last page of the Syllabus.)
2. All Connect Labs and Homework (HW) open on the first day of the semester. You are strongly urged to work ahead on HW and Labs. All assignments **must** be completed by the posted due dates.

Late work is not accepted for Connect Homework or Labs (absolutely NO exceptions.)

3. Connect HW and Labs take approximately one hour, based on your performance. You have **unlimited** attempts; your highest attempt score will be used as your grade. Please **do not procrastinate**. Connect grades should upload to the Blackboard Gradebook in about an hour.
4. The Lab Practical tests will open for approximately one week and will cover material from the lab exercises. They will close at midnight on the due date.
5. The four Lecture Tests will consist of 40 multiple choice questions (worth 10% each.) They are proctored using **Respondus Monitor (with Webcam.)** If you have an emergency situation and know that you cannot complete the test by the due date, please email your instructor **immediately**. Make up tests will **not** be allowed for the Final Exam. Please email your instructor if you have questions about this policy.
6. **Only one Lecture Test may be made up in a semester**, and it must be taken within **seven** days. Any makeup Tests will be given at the discretion of the instructor.
7. You will have a required group project that is worth 10% of your lab grade.
8. If you are not able to use a webcam, you may go to a PJC Testing Center. Instructions regarding how to do this are found in the **Respondus Lockdown Browser Download HERE & Instructions for Use** link in the **Start Here! Module**.
9. If you have questions, please go to the **FAQs Module**. Answers to most of your questions are found there. If not, send a message to your instructor.
10. To avoid possible cheating, you will be able to review your test grades after all students have taken the test.
11. **No test grades (including zeros) will be dropped when calculating final overall grades.**
12. Extra credit will be available to the entire class ONLY.

No individual extra credit will be given – please DO NOT ASK.

13. This class is online and uses many online and digital resources. Students must have access to a strong internet connection. You will need a webcam and speakers. If you do not have a webcam, they can be purchased at around \$10.
14. Problems with internet service are **not** an excuse for missing assignments – do your assignments **BEFORE** the due dates to avoid this issue. If you have problems with your internet service, the College computer labs, public libraries, and many businesses offer free WiFi service.
15. If Connect is not working correctly, please go to the **Start Here! Module** and run a **Check Your Computer**. Please click on that link **BEFORE** contacting your instructor. In most cases, enabling pop-ups and updating your internet browser fixes problems. If that does not work, please contact the **Connect Help Site**. The link is found in the **McGraw-Hill's Connect Information** folder in the **Start Here! Module**. Your instructor has no control over technical problems with Connect – you must contact the Connect Help Site for technical problems.

16. It is **NOT** recommended that you use cell phones for Blackboard or your Connect HW or labs. Blackboard and Connect were not designed to be used on cell phones and items may not display or work correctly.
17. Microsoft Edge, Firefox, and Google Chrome work best with Connect.
18. Please communicate through PJC email or Blackboard Messages **only**.
19. If you want an actual paper textbook, you can purchase a loose-leaf copy through your Connect course. The eBook (online textbook) is found in your Connect course.
20. Blackboard is your official course – **NOT CONNECT**. Log into Blackboard **daily**.
 - a. Blackboard Username: Your school-issued student ID number, without dashes.
 - b. Blackboard Password: Your birthday (month, day, four-digit year, without marks).
21. Please keep track of assignment due dates using the Course Schedule and the Modules in Blackboard. Do **NOT** rely on the Gradebook – it moves assignments based on due dates and may cause you to miss coursework.

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Illness Policy:

Per CDC guidelines, please stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher.) You can return to your normal activities when, **for at least 24 hours**, both are true:

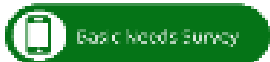
1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by PJC email and Blackboard Messages.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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Respondus Lockdown Browser + Webcam (Required)

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable. Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=919835320>

Once Installed

Instructions for using Respondus with Blackboard Ultra:

1. Use a regular browser (Chrome, Firefox, etc.) to log in to your **Blackboard Ultra** course.
2. Navigate to the exam, and click the "Start Attempt" button.
3. LockDown Browser will then launch, if installed on the computer (or iPad). If not installed, you will be prompted to download the LockDown Browser and perform the install.
4. The test will open, and if a webcam is required, then you will be taken to the pre-test webcam check.
5. After submitting the exam, LockDown Browser will terminate, and you will be back where you started in your regular browser.

Guidelines

- Select a location where you are comfortable having a video recording taken of yourself and your workspace environment. This area should be free of distractions and interruptions.
- Turn off other devices (e.g. tablets, phones, second computers) and place them outside of your reach.
- Before starting the test, know how much time is available and that you have enough time to complete it.
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices.
- Remain at your computer for the duration of the test.
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam.
- LockDown Browser will prevent you from accessing other websites or applications; **you will be unable to exit the test until all questions are completed and submitted.**

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- 24/7/365 Live Chat Support is also available from the Help Center, or from within the "it's not working" troubleshooter.
- Respondus has a Knowledge Base available from support.respondus.com. Select "LockDown Browser & Respondus Monitor" as the product to view helpful articles.
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

A&P 1 Online Course Schedule – Fall 2026

Please print and check off items as you complete them – all items are due at midnight

All Connect HW & Labs open 8/24. Late work is never accepted for HW or Labs.

First Day of Semester: Monday, August 24th, 2026

- ☐ **Connect Syllabus Quiz: Due Sunday, Sept. 6th**
- ☐ **Respondus Monitor/Webcam Quiz: Due Sunday, Sept. 6th**
- ☐ **MODULE 1: all items due 9/13**
Chs. 1, 2, 3
Connect HW Set 1
Connect Labs Set 1
Test 1 (proctored with Respondus) (Chs. 1, 2, 3): available 9/7 – 9/13
- ☐ **MODULE 2: all items due 10/11**
Chs. 4, 5, 6
Connect HW Set 2
Connect Labs Set 2
Test 2 (proctored with Respondus) (Chs. 4, 5, 6): available 10/5 – 10/11
- ☐ **Lab Practical Test 1 (Labs Sets 1 & 2): available 10/12 – 10/18**
- ☐ **MODULE 3: all items due 11/1**
Chs. 7, 8, 9
Connect HW Set 3
Connect Labs Set 3
Test 3 (proctored with Respondus) (Chs. 7, 8, 9): available 10/26 – 11/1
- ☐ **MODULE 4: all items due 11/29**
Chs. 10, 11, 12
Connect HW Set 4
Connect Labs Set 4
Test 4 (proctored with Respondus) (Chs. 10, 11, 12): available 11/23 – 11/29
- ☐ **Lab Practical Test 2 (Lab Sets 3 & 4): available 11/30 – 12/6**
- ☐ **Group Project: due 11/29**
- ☐ **Comprehensive Final Exam: available 11/30 – 12/8**

Last Day of Semester: Thursday, December 10th, 2026

The Course Syllabus & Schedule are subject to change by the instructor.

Biology 2401.20D0
Anatomy & Physiology I
Fall 2026

Instructor: Gregory Potts

Office: MS 210E

Phone: (903) 782-0332

Email: gpotts@parisjc.edu

Office Hours: M-Th 8:30 AM to 10:30 AM, 1:30 PM to 4:30 PM.

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

Anatomy and Physiology I is the first half of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides learning experiences for exploration of human system components and basic physiology.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Required Course Materials

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect - **Welsh Connect for Hole's Anatomy and Physiology w/Proctorio+ 16e (2025 Release)**. You will be able to access the textbook and learning materials directly through Blackboard Ultra. If you do not want to participate in the Dragon Now Program and would prefer to procure your required course materials elsewhere, you must opt out. If you'd like to opt out of this program, please follow the steps below **before the college ORD date of September 9th, 2026**.

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Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Requirements and Evaluation:

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There will be 4 unit exams and 2 Lab based exams. The class consists of 12 Smartbook assignments, 12 homework assignments, 12 quiz assignments some of which are proctored, virtual labs and APR labs. Any proctored assignments will be done through **McGraw-Hill Proctorio** for Connect.

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40% 4 Unit Exams + Final Exam
10% SmartBook Exercises
10% Homework
10% Quizzes
30% Virtual Labs in McGraw-Hill's Connect+ Bones Exam + Muscles Exam
(Bones and Muscles exams account for 30% of Lab Grade)

A: 90-100%
B: 80-89%
C: 70-79%
D: 60-69%
E: 59% and under

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Proctorio Exam Proctoring:

- **Webcam and audio required for all exams**
- **Photo ID (Driver's license, passport, college/university ID, or military ID)**
- **You must download the Proctorio App**
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For the best experience, we recommend you use Microsoft Edge or Google Chrome

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- Cell phone use is **strictly prohibited** during the exam!
- Notes/Books of any kind are **not allowed** on the exam.
- Treat all exams as you would an in-person exam that allows **no use of help** in any form during the exam.
- Any McGraw-Hill Connect assignment labeled "Proctored" utilizes the settings above and disallows the use of any extra help of any kind during the exam! Violating any of the requirements above will result in a zero on your exam. Suspicious activity caught by your webcam may also result in a zero if there is evidence of cheating, such as using notes, books, cell phones, etc., during an exam. Therefore, focusing on your exam and putting away all notes, books, and cell phones before beginning the exam is essential.

All assignments must be done by the due dates set, so please stay on top of assignments and **avoid procrastination**. I will only reopen assignments if the Connect system has issues or in unavoidable and verifiable cases that I approve of individually, such as an unexpected hospitalization. If you cannot make the due dates, you should drop the class before the final withdrawal date of **November 12th, 2026**. If Connect is working on my end, then the web page is good, so make sure you have an updated computer and a reliable connection to the internet for this course!

System Requirements for Connect and Browser Test: Use this link to check your computer to ensure you have all that you need to run the Connect Learning System

<https://www.mheducation.com/highered/connect/support.html>

Tips/Time: This course is online and will require a time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace, but please do not let due dates approach and assume you can finish the work in a day or 2. Your course is divided into four central units, covering three chapters each. You can see when all assignments open and close in MGH Connect, but this syllabus also covers this. In each unit, you will have 3 chapters, read and study each (take notes and pay attention to bold terms), complete the SB and homework assignment with each chapter. Plan out a good schedule for when you want to complete each task before the due dates.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. Email me with your desire to drop and I will send you instructions on how to initiate the request. The last day for a student to withdraw from a course with a grade of "W" is Wednesday, November 12th, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be

in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

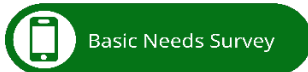
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

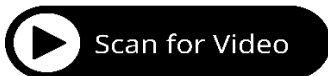
PJC Cares about our students! Please help us help you by completing our basic needs assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help and emphasize that help and resources are available on campus and in the community. It also supports Texas higher education institutions in partially meeting the legal requirements of 88(R) SB 532, passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Note: This schedule is tentative but will be followed to the best of our ability. We will adjust this schedule as necessary.

Course Schedules:

Unit 1 Ch. 1: Introduction to A&P
 Ch. 2: Chemistry of Life
 Ch. 3: Cells

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 9-13-26!

Proctored Exam 1: Ch. 2, 3 & 4 available 9-13-26 until 9-19-27

Unit 2 Ch. 4: Cellular Metabolism
 Ch. 5: Tissues
 Ch. 6: Integumentary System

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 10-11-26!

Proctored Exam 2: Ch. 5, 6 & 7 available 10-11-26 until 10-16-26

Unit 3 Ch. 7: Skeletal System
 Ch. 8: Joints of the Skeletal System
 Ch. 9: Muscular System

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 11-1-26!

Proctored Exam 3: Ch. 8, 9 & 23 available 11-2-26 until 11-6-26.

Bones Exam available 10-25 to 10-30. The bones exam is timed and proctored. The bones exam is based on the bones practice exam which is open from 8-24 to 10-25. You can practice it as many times as you want until it closes the day before the Bones exam becomes available.

Unit 4 Ch. 10: Nervous System I
Ch. 11: Nervous System II
Ch. 12: Nervous System III (Senses)

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 11-29-26!

Proctored Exam 4: Ch. 24, 25 & 26 available 11-30 until 12-4!

Muscles Exam available 11-15 to 11-20. The Muscles exam is timed but not proctored. The muscles exam is based on the muscles practice exam which is open from 8-24 to 11-15. You can practice it as many times as you want until it closes the day before the exam becomes available.

Final Exam is available from 12-2-26 until 12-8-26!!!!!!

Lab Schedule

APR Labs

APR Introduction	8-24 to 9-8
APR Tutorial	8-24 to 9-8
Integument APR Lab	8-24 to 10-4
Histology APR Lab	8-24 to 10-4
Skull and Bone Histology APR Lab	8-24 to 10-25
Skeletal APR Lab – Hand and Foot	8-24 to 10-25
Brain and Cranial Nerves APR Lab	8-24 to 11-22
Senses APR Lab	8-24 to 11-22

Regular Labs

1. Virtual Lab Tutorial	8-24 to 9-8
2. Lab Safety – Personal	8-24 to 9-8
3. Lab Safety – Hand Washing	8-24 to 9-8
4. Metric Measurement – Length	8-24 to 9-13
5. Metric Measurement – Temperature	8-24 to 9-13
6. Metric Measurement – Volume	8-24 to 9-13

7.	Metric Measurement – Weight	8-24 to 9-13
8.	Mitosis	8-24 to 9-13
9.	Transcription, Translation, and Mutation	8-24 to 9-13
10.	Osmosis	8-24 to 9-20
11.	Epithelial Tissue Histology	8-24 to 9-20
12.	Connective Tissue Histology	8-24 to 9-20
13.	Test for Proteins	8-24 to 9-27
14.	Test for Fats	8-24 to 9-27
15.	Test for Starch	8-24 to 9-27
16.	Test for Sugars	8-24 to 9-27
17.	Diff Across a Selectively Perm Membrane	8-24 to 10-4
18.	Eff. Of Media Density on Diffusion	8-24 to 10-4
19.	Cell Respiration – Yeast	8-24 to 10-4
20.	Enzyme Activity	8-24 to 10-11
21.	Enzymes – Effect of Temp.	8-24 to 10-11
22.	Enzymes – Effect of Concentration	8-24 to 10-11
23.	Enzymes – Effect of pH	8-24 to 10-11
24.	Operation of a Brightfield Microscope	8-24 to 10-18
25.	Microscopy – Oil Immersion Lens	8-24 to 10-18
26.	Muscle Tissue Histology	8-24 to 11-8
27.	Electromyography – Motor Unit Recruitment	8-24 to 11-8
28.	Electromyography – Time to Fatigue	8-24 to 11-8
29.	Skeletal Muscle Physiology	8-24 to 11-8

30.	Skeletal Muscle – Electrical Stimulation	8-24 to 11-8
31.	Demonstrate Monosynaptic Reflexes	8-24 to 11-15
32.	Nervous Tissue Histology	8-24 to 11-15
33.	Eye Dissection	8-24 to 11-15
34.	Accommodation of the Lens	8-24 to 11-15
35.	Convergent Reflex Test	8-24 to 11-22
36.	Astigmatism Test	8-24 to 11-22
37.	Pupillary Reflex Test	8-24 to 11-22

*****Note*** On all assignments pay close attention to the availability and the due date of each assignment..**

All assignments have specific start and due dates. Make sure to get the work completed and submitted before the due date elapses. If an assignment is due on 9-13-26 at 10 pm then submission at 10:30 pm means McGraw-Hill will automatically give you a zero for all work completed after 10 pm. If you cannot get an assignment done before the cutoff time/date let me know immediately and we can work out something. Do not do an assignment after the due date without discussing the situation with me first. Keep good records of your grades and email me with any discrepancies. Everyone deserves full credit for their work. All proctored exams and quizzes will be done through Proctorio on Connect. At the instructor's discretion any assignment may be added, modified or cancelled depending upon class circumstance. This includes any homework, quizzes, exams or other assigned work such as presentations, group work or in class activity. Due dates are subject to change depending upon class circumstances.

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- **NEVER** exit the exam once you begin. This will show multiple attempts on my end, and you could lose credit on the exam. Proctorio gives feedback to the instructor on your internet connection status during the exam. If you log out and say it was because of a bad connection, but the system showed no evidence of a slow or bad connection, this could be counted as cheating.
- Cell phone use is **strictly prohibited** during the exam!
- Notes/Books of any kind are **not allowed** on the exam.
- Treat all exams as you would an in-person exam that allows **no use of help** in any form during the exam.
- Any McGraw-Hill Connect assignment labeled "Proctored" utilizes the settings above and disallows the use of any extra help of any kind during the exam! Violating any of the requirements above will result in a zero on your exam. Suspicious activity caught by your webcam may also result in a zero if there is evidence of cheating, such as using notes, books, cell phones, etc., during an exam. Therefore, focusing on your exam and putting away all notes, books, and cell phones before beginning the exam is essential.

All assignments must be done by the due dates set, so please stay on top of assignments and **avoid procrastination**. I will only reopen assignments if the Connect system has issues or in unavoidable and verifiable cases that I approve of individually, such as an unexpected hospitalization. If you cannot make the due dates, you should drop the class before the final withdrawal date of **November 12th, 2026**. If Connect is working on my end, then the web page is good, so make sure you have an updated computer and a reliable connection to the internet for this course!

System Requirements for Connect and Browser Test: Use this link to check your computer to ensure you have all that you need to run the Connect Learning System

<https://www.mheducation.com/highered/connect/support.html>

Tips/Time: This course is online and will require a time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace, but please do not let due dates approach and assume you can finish the work in a day or 2. Your course is divided into four central units, covering three chapters each. You can see when all assignments open and close in MGH Connect, but this syllabus also covers this. In each unit, you will have 3 chapters, read and study each (take notes and pay attention to bold terms), complete the SB and homework assignment with each chapter. Plan out a good schedule for when you want to complete each task before the due dates.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. Email me with your desire to drop and I will send you instructions on how to initiate the request. The last day for a student to withdraw from a course with a grade of "W" is Wednesday, November 12th, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be

in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

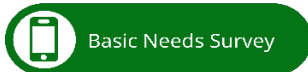
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

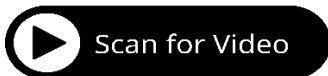
PJC Cares about our students! Please help us help you by completing our basic needs assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help and emphasize that help and resources are available on campus and in the community. It also supports Texas higher education institutions in partially meeting the legal requirements of 88(R) SB 532, passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Note: This schedule is tentative but will be followed to the best of our ability. We will adjust this schedule as necessary.

Course Schedules:

Unit 1 Ch. 1: Introduction to A&P
 Ch. 2: Chemistry of Life
 Ch. 3: Cells

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 9-13-26!

Proctored Exam 1: Ch. 2, 3 & 4 available 9-13-26 until 9-19-27

Unit 2 Ch. 4: Cellular Metabolism
 Ch. 5: Tissues
 Ch. 6: Integumentary System

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 10-11-26!

Proctored Exam 2: Ch. 5, 6 & 7 available 10-11-26 until 10-16-26

Unit 3 Ch. 7: Skeletal System
 Ch. 8: Joints of the Skeletal System
 Ch. 9: Muscular System

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 11-1-26!

Proctored Exam 3: Ch. 8, 9 & 23 available 11-2-26 until 11-6-26.

Bones Exam available 10-25 to 10-30. The bones exam is timed and proctored. The bones exam is based on the bones practice exam which is open from 8-24 to 10-25. You can practice it as many times as you want until it closes the day before the Bones exam becomes available.

- Unit 4**
- Ch. 10: Nervous System I
 - Ch. 11: Nervous System II
 - Ch. 12: Nervous System III (Senses)

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 11-29-26!

Proctored Exam 4: Ch. 24, 25 & 26 available 11-30 until 12-4!

Muscles Exam available 11-15 to 11-20. The Muscles exam is timed but not proctored. The muscles exam is based on the muscles practice exam which is open from 8-24 to 11-15. You can practice it as many times as you want until it closes the day before the exam becomes available.

Final Exam is available from 12-2-26 until 12-8-26!!!!!!

Lab Schedule

APR Labs

APR Introduction	8-24 to 9-8
APR Tutorial	8-24 to 9-8
Integument APR Lab	8-24 to 10-4
Histology APR Lab	8-24 to 10-4
Skull and Bone Histology APR Lab	8-24 to 10-25
Skeletal APR Lab – Hand and Foot	8-24 to 10-25
Brain and Cranial Nerves APR Lab	8-24 to 11-22
Senses APR Lab	8-24 to 11-22

Regular Labs

1.	Virtual Lab Tutorial	8-24 to 9-8
2.	Lab Safety – Personal	8-24 to 9-8
3.	Lab Safety – Hand Washing	8-24 to 9-8
4.	Metric Measurement – Length	8-24 to 9-13
5.	Metric Measurement – Temperature	8-24 to 9-13
6.	Metric Measurement – Volume	8-24 to 9-13

7.	Metric Measurement – Weight	8-24 to 9-13
8.	Mitosis	8-24 to 9-13
9.	Transcription, Translation, and Mutation	8-24 to 9-13
10.	Osmosis	8-24 to 9-20
11.	Epithelial Tissue Histology	8-24 to 9-20
12.	Connective Tissue Histology	8-24 to 9-20
13.	Test for Proteins	8-24 to 9-27
14.	Test for Fats	8-24 to 9-27
15.	Test for Starch	8-24 to 9-27
16.	Test for Sugars	8-24 to 9-27
17.	Diff Across a Selectively Perm Membrane	8-24 to 10-4
18.	Eff. Of Media Density on Diffusion	8-24 to 10-4
19.	Cell Respiration – Yeast	8-24 to 10-4
20.	Enzyme Activity	8-24 to 10-11
21.	Enzymes – Effect of Temp.	8-24 to 10-11
22.	Enzymes – Effect of Concentration	8-24 to 10-11
23.	Enzymes – Effect of pH	8-24 to 10-11
24.	Operation of a Brightfield Microscope	8-24 to 10-18
25.	Microscopy – Oil Immersion Lens	8-24 to 10-18
26.	Muscle Tissue Histology	8-24 to 11-8
27.	Electromyography – Motor Unit Recruitment	8-24 to 11-8
28.	Electromyography – Time to Fatigue	8-24 to 11-8
29.	Skeletal Muscle Physiology	8-24 to 11-8

30.	Skeletal Muscle – Electrical Stimulation	8-24 to 11-8
31.	Demonstrate Monosynaptic Reflexes	8-24 to 11-15
32.	Nervous Tissue Histology	8-24 to 11-15
33.	Eye Dissection	8-24 to 11-15
34.	Accommodation of the Lens	8-24 to 11-15
35.	Convergent Reflex Test	8-24 to 11-22
36.	Astigmatism Test	8-24 to 11-22
37.	Pupillary Reflex Test	8-24 to 11-22

*****Note*** On all assignments pay close attention to the availability and the due date of each assignment..**

All assignments have specific start and due dates. Make sure to get the work completed and submitted before the due date elapses. If an assignment is due on 9-13-26 at 10 pm then submission at 10:30 pm means McGraw-Hill will automatically give you a zero for all work completed after 10 pm. If you cannot get an assignment done before the cutoff time/date let me know immediately and we can work out something. Do not do an assignment after the due date without discussing the situation with me first. Keep good records of your grades and email me with any discrepancies. Everyone deserves full credit for their work. All proctored exams and quizzes will be done through Proctorio on Connect. At the instructor's discretion any assignment may be added, modified or cancelled depending upon class circumstance. This includes any homework, quizzes, exams or other assigned work such as presentations, group work or in class activity. Due dates are subject to change depending upon class circumstances.

ACCT 2301.20D1
Principles of Financial Accounting
Fall 2026

Instructor:	Pam Thompson	Meeting Location:	Online
Office/Location:	Online	Meeting Days:	N/A
Phone:	N/A	Meeting Times:	N/A
Email:	pthompson@parisjc.edu		
Office Hours:	By appointment		

Semester Dates: August 24, 2026 – December 10, 2026

Key Dates:

- Check with Advising for the last day for schedule changes
- Sep 7: Labor Day (College holiday)
- Sep 9: Census date: students must participate and pay by this deadline or be dropped
- Nov 12: Last day to drop with a “W”
- Nov 25-27: Thanksgiving Holiday (College holiday)
- Dec 7-10: Final Exam window

Course Description:

This course introduces the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems used to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare and interpret the primary financial statements for external users.

Credits:

SCH = 3 (3 Lecture and 0 Lab)

Required Textbook(s) and Materials:

Spiceland, Sepe, Nelson, and Thomas. Financial Accounting (6th ed.)

All required course materials are delivered through DragonNow, the campus-wide digital course materials program. Digital courseware (e.g., McGraw-Hill Connect) is accessed through Blackboard.

Your PJC account will be charged automatically; you will not need to make a separate purchase for the course material.

Students are responsible for verifying access to course materials and ensuring they remain enrolled in DragonNow unless they choose to opt out by the published opt-out deadline.

If you wish to opt out of this program, please follow the steps below **before the ORD date of Sep 9th**.

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.

- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Course Goals and Objectives:

- Critical Thinking Skills: creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information
- Communication Skills: effective development, interpretation, and expression of ideas through written, oral, and visual communication
- Empirical and Quantitative Skills: manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork: ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes:

1. Record business transactions using the double-entry accounting model and apply the accounting cycle (adjusting and closing).
2. Explain and apply the conceptual framework and generally accepted accounting principles (GAAP) to routine transactions.
3. Prepare, present, and interpret financial statements (income statement, balance sheet, statement of cash flows, and statement of equity).
4. Account for and report on cash, receivables, inventories, long-lived assets, and related depreciation/amortization.
5. Account for liabilities and equity transactions, including notes payable, bonds, and corporate equity.
6. Use financial statement information to evaluate a company's profitability, liquidity, and solvency.

Course Requirements and Evaluation:

Category	Weight
Syllabus Quiz	Required by: 09.09.26
Exams (3 Ch Exams, 1 practice, 1 Final Exam)	33%
Graded Chapter Assignments	27%
Data Visualization/Excel	29%
SEC Analysis	9%
Other (reflections, discussions)	2%
Total (category percentage rounded)	100%

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

For this course, the required First Assignment is title **First Assignment Syllabus Quiz**, found in Blackboard near the top.

Course Policies:

Mid-Term Grades: Instructors must enter mid-term grades during the ninth week of the semester (October 25, 2026). Mid-term grades may change and do not impact GPA; they are provided to help students evaluate progress. Please schedule a meeting with your instructor if you are concerned about your midterm grades.

Power of the Final:

Because we do not offer make-up opportunities for missed exams, the final exam is comprehensive. You must take the final exam; however, the final exam may replace a missed or low exam score.

Due Dates, Late Work, and Withdrawal:

Assignments are due by the posted deadlines in Blackboard. Late work or extensions are not given unless the student has a verifiable and unavoidable excuse.

Students are responsible for initiating withdrawals.

Last day to drop the course with a grade of "W" is Thursday, November 12, 2026.

Failure to officially withdraw may result in a grade of F.

Census Date Requirement: By Wednesday, September 09, 2026, students must participate *and* be financially clear by the deadline or may be administratively dropped. Contact the Business Office and/or Financial Aid for any questions. Students are responsible for understanding their payment status at census date.

Completion of the SYLLABUS QUIZ satisfies the participation requirement for this course. Students who do not submit this assignment will be reported to the Registrar as 'Never Attended' and dropped without further notice.

Online Attendance / Participation:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. . Participation includes, but is not limited to: logging into Blackboard, completing graded activities, posting to discussions, submitting assignments, and taking assessments.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Communication and Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI)

Institutional Policy: Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Course specific policy: AI tools are permitted in this course for students who wish to use them to support the learning process. AI use is **NOT** permitted during exams. Students are strongly encouraged to complete all graded assignments without excessive reliance on AI tools as this can diminish the overall learning process.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

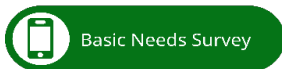
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Students will be notified of any syllabus changes with an announcement posted in Blackboard.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule

Readings refer to Spiceland, Financial Accounting (6th ed.), Chapters 1–10. Specific assignment due dates will be posted in Blackboard and noted in the syllabus.

Fall 2026 ACCT 2301 Calendar						
Week(s)	Dates			Chapter	Topic	Description
1	08/24	to	08/30	1	A Framework for Financial Accounting	Introduces financial accounting, financial statements, GAAP, and the conceptual framework used to provide useful information for business decision making.
2	8/31	to	09/06	2	The Accounting Cycle: During the Period	Explains how business transactions affect the accounting equation and how transactions are recorded using debits and credits, journals, ledgers, and a trial balance.
3	09/07	to	9/13	3	The Accounting Cycle: End of Period	Covers accrual accounting, adjusting entries, preparation of financial statements, and the closing process at the end of an accounting period.
4	9/14	to	9/20	4	Cash & Internal Controls Exam 1 (open 9/18-9/20)	Examines internal controls, cash and cash equivalents, controls over cash receipts and disbursements, bank reconciliations, and cash flow reporting.
5	9/21	to	9/27	5	Receivables & Sales	Covers accounting for credit sales, accounts and notes receivable, sales adjustments, uncollectible accounts, and related revenue and interest recognition.
6	9/28	to	10/04	6	Inventory and Cost of Goods Sold	Explains inventory and cost of goods sold, alternative inventory costing methods, perpetual inventory accounting, and lower-of-cost-and-net-realizable-value reporting.
7 & 8	10/05	to	10/18	7	Long-Term Assets Exam 2 (Open 10/16 - 10/18)	Examines the acquisition, use, depreciation or amortization, subsequent expenditures, and disposal of property, plant, equipment, and intangible assets.
9	10/19	to	10/25	8	Current Liabilities	Covers the recognition and accounting for current liabilities, including notes payable, payroll-related obligations, other short-term liabilities, and contingencies.
10 & 11	10/26	to	11/08	9	Long-Term Liabilities	Introduces long-term financing and accounting for installment notes, leases, and bonds, along with the effects of debt on financial risk and return.

12 & 13	11/09	to	11/22	10	Stockholders' Equity	Examines corporate ownership and accounting for common and preferred stock, treasury stock, retained earnings, dividends, stock splits, and stockholders' equity reporting.
14	11/23	to	11/29		No new material - course wrap-up. Thanksgiving Break. Exam 3 (Open 11/23-11/24)	Note: This exam period is only two days due to the upcoming break for Thanksgiving.
15	11/30	to	12/06		Final Exam Review Final Exam (Open 12/01 - 12/07)	
16	12/07	to	12/10		Final Exam (Open 12/01 - 12/07)	

Exam Information:

Exams will be taken online using Proctorio to make education more equal, by giving each student an opportunity to earn the grades they deserve. The US Federal Government also requires that all schools have a process in place for verifying student identity to protect against Federal Student Aid (FSA) fraud.

Proctorio is a trusted resource for remote proctoring because of the company's commitment to student privacy. Proctorio uses a single sign-on through Connect and only approved individuals at our institution will have access to your exam data. Proctorio never requires personally identifiable information from students and will never sell your data to third parties.

Proctorio only runs as an extension in your browser. This means that Proctorio works within a sandbox and has limited access to your computer system unlike traditionally installed software applications that have complete access to your computer's hard drive, or other resources.

Proctorio does not run constantly in Connect. Proctorio only runs while you are taking your proctored exams on Connect and when you take your proctored assignment. After your semester ends, you may uninstall the extension by right-clicking on it. All student data is kept safe using zero-knowledge encryption, meaning student data is scrambled and unreadable by anyone outside of the learning platform.

Before getting started on your first proctored exam, please attempt the '*Practice Exam with Proctoring in Connect*'. This will be available in Blackboard. This will ensure that everything will run smoothly on the day of the proctored exams. If you have any trouble while using Connect & Proctorio, you can contact PJC tech support at helpdesk@parisjc.edu or 903.782.0496.

Course Schedule: Fall 2026: 08/24/2026 - 12/11/2026

Note: This schedule contains information pertinent to the course and does not have all the semester calendar information. [Click this link to access the PJC Fall 2026 semester calendar.](#)

Due Date		Graded Activity
<i>NOTE: Most due dates are on Sundays - but not all of them. Watch your dates!</i>		
8/31/2026		Syllabus Quiz (Required to show you are active in the course.)
9/13/2026		Chapter 1 graded assignments (Assignment, Excel, SEC, etc.)
		Chapter 2 graded assignments (Assignment, Excel, SEC, etc.)
		Chapter 3 graded assignments (Assignment, Excel, SEC, etc.)
		Practice Exam with Proctor
None		Complete Practice questions for Exam 1 (not graded, no due date)
9/20/2026		Exam 1 - Ch 1-3 (open 09/18/2026 to 09/20/2026)
10/11/2026		Chapter 4 graded assignments (Assignment, Excel, SEC, etc.)
		Chapter 5 graded assignments (Assignment, Excel, SEC, etc.)
		Chapter 6 graded assignments (Assignment, Excel, SEC, etc.)
		Chapter 7 graded assignments (Assignment, Excel, SEC, etc.)
None		Complete Practice questions for Exam 2 (not graded, no due date)
10/19/2026		Exam 2 - Ch 4-7 (open 10/16/2026 - 10/19/2026)
11/22/2026		Chapter 8 graded assignments (Assignment, Excel, SEC, etc.)
		Chapter 9 graded assignments (Assignment, Excel, SEC, etc.)
		Chapter 10 graded assignments (Assignment, Excel, SEC, etc.)
None		Complete Practice questions for Exam 3 (not graded, no due date)
11/24/2026		Exam 3 - Ch 8-10 (open 11/23/2026 - 11/24/2026)
12/7/2026		Final Exam - comprehensive (open 12/01/2026 - 12/07/2026)

ACNT 1303.10J0
Introduction to Accounting I
Fall 2026 – Flex B

Instructor: Wanda Duncan
Office: AS 151
Phone: 903.782.0378
Email: wduncan@parisjc.edu
Office Hours: TBA

Meeting Location: AS 152
Meeting Days: Tuesday/Thursday
Meeting Times: 9:30 a.m. – 11:15 a.m.

Course Description:

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

3 Credit Hours 2 Lecture Hours 4 Lab Hours

Prerequisite(s): It is highly recommended that the student has computer and/or keyboarding skills or be concurrently enrolled in a computer and/or keyboarding class to successfully complete this course. This course does not attempt to teach basic computer skills.

Associate degree seeking students and Level 2 certificate students **must be** TSI compliant before degree conferral. If applicable, see your counselor / advisor for more information and to schedule the TSI testing.

If Applicable: TSI Requirement

NOTE: ACGM courses typically require TSI compliance or waiver. Associate's degree and Level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

College Accounting, Chapters 1-9, 23rd edition.

Heintz & Perry

Cengage Learning

Inclusive Access: 9781337913379

Inclusive Access is being used for this course which means the cost of course materials are included in the tuition (includes ebook and access to homework assignments).

Do **NOT** "opt out." If you "opt out," you will be responsible for paying for the course materials out of pocket.

You do not have to purchase anything from the PJC Bookstore.

Other Course Materials:

None.

Access to the Internet, e-mail, and Microsoft Office 365 (includes Word, Excel, Access, and PowerPoint) must be installed on your home computer if you work on your assignments at home. If you work on your assignments on campus, the software is already installed on those computers.

Please see BlackBoard “Announcements” for a downloadable link for Microsoft Office 365. If you have trouble downloading the software, please reach out to the IT Help Desk at helpdesk@parisjc.edu.

If you are the only user of your computer, you may store your documents on your hard drive. If you cannot, it is recommended that you buy a USB Flash Memory Drive (jump drive). Try to buy one with at least 1TB of memory which will store all of your documents which can be used for other courses too. You can get the flash drives at WalMart or any other store that sells flash drives. The PJC Bookstore also has them for sale. You can use grant money to buy one at the bookstore.

Basic computer Requirements: Generally, a computer manufactured within the last five years is adequate.

Course Goals and Objectives:

Upon successful completion of this course, the student will have:

1. Described the purpose of accounting
2. Described the accounting process
3. Constructed the accounting equation
4. Analyzed business transactions
5. Showed the effects of business transactions on the accounting equation
6. Prepared and described the purposes of a simple income statement, statement of owner's equity, and balance sheet
7. Described the effects of debits and credits on specific types of accounts
8. Described the flow of data from source documents to the trial balance
9. Journalized transactions
10. Posted to the general ledger and prepare a trial balance
11. Prepared end-of-period adjustments
12. Posted adjusting entries to the general ledger
13. Prepared financial statements with the aid of a work sheet
14. Journalized and post-closing entries
15. Prepared a post-closing trial balance

Student Learning Outcomes:

1. Defined accounting terminology
2. Analyzed and recorded business transactions in a manual and computerized environment
3. Completed the accounting cycle
4. Prepared financial statements
5. Applied accounting concepts related to cash and payroll

Course Requirements and Evaluation:

The first assignment is a Syllabus Quiz and an IceBreaker Discussion Board Forum which the student must complete before the Official Reporting Day (**October 26**) to avoid being dropped.

This is an **8-week** course that runs from **October 19** to **December 10**.

This course does not attempt to teach basic use of a computer. All students must be able to search the Internet, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Course will be presented via **BlackBoard** and **CengageNOWv2**. Inclusive Access gives the student access to course documents, assessments, and exams. Students are expected to access this course a minimum of three times a week to keep current with course activities.

Student is responsible for the following:

- Registering Cengage NOWv2 through BlackBoard
- Access to necessary computer resources
- Read assigned material as on schedule
- Complete all homework assignments on time
- Prepare diligently for homework assignments and the Final Exam
- **Inquire** if you do not comprehend the material
- Follow the policies set forth in this syllabus and as specified by the college

Due to the type of material that must be covered within this course, students will be required to accomplish an extensive amount of reading, studying and solving homework problems. It is vital for students not to fall behind as it will be quite challenging to catch up. Students are to be held responsible for learning all the material in the textbook, the information provided in lecture sessions and homework problems. Students are encouraged to study with classmates to assist in mastery of the course content.

There will be a Final Exam:

- The Final Exam will be available to you to take on your home computer using the honor system.
- The exam will be available from November 30 to December 10.
- There are three attempts to achieve the highest grade possible.
- You need to complete your work early so that if you encounter a problem you can contact me in time to get a response and resolve the problem.

Students should read all chapters, review assessments, and/or practice assessments to prepare for the Final Exam. If you fail to complete chapter assessments and practice assessments during its availability period, then the assessment may not be available for review.

Chapter Assessments: All chapter assessments will be completed within **CengageNOWv2**. There is no time limit. NO makeup or extra credit will be given. Students should be familiar with the subject matter before attempting the final exam. The due date of each chapter and exam are listed in the schedule which can be accessed from the Homepage of your BlackBoard course. Each assessment has three attempts to achieve the highest grade possible.

Orientation: Students are expected to read and become familiar with the Syllabus and the course calendar. Students should also become familiar with the content and location of all items in the course.

If a student needs to discuss an assessment or needs help completing assessments, the student should e-mail the Instructor and/or come to the PJC Paris campus for individual instruction with the Instructor. The Instructor is always willing to tutor and/or help in successfully completing the course.

Grades:

Grades are based on completion of assessments which include homework, Final Exam, BlackBoard Discussion Forum, and a BlackBoard Syllabus Quiz.

All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded.

Successful learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Office 365.

Letter grades will be assigned based on the following point scale:

1089 – 1210 = A	90 – 100 = A
968 – 1088 = B	80 – 89 = B
847 – 967 = C	70 – 79 = C
726 – 846 = D	60 – 69 = D
0 – 725 = F	0 – 59 = F

Checking your Grade:

To check your grades, click the “Grades” tab. BlackBoard may show only the total number of points possible for each assessment and your score. The total points possible for the course may include work which you have not been assigned yet. To turn any score into a percentage, divide the number of points you received by the number of points possible.

Viewing Grades:

Grades are normally posted in BlackBoard as soon as the assignment is completed or a couple hours thereafter.

All module assessments will be completed by logging into **BlackBoard**, select a “chapter,” and then select the “assessment” you are wanting to complete. Once you have selected the assessment, the “**CengageNOWv2**” window will appear and you can then begin working on the assessment.

CengageNOWv2 assessments can be taken **three (3) times** to improve grade.

Course Procedures:

- **Microsoft Office 365** and **CengageNOWv2** are required for this course.
- A student is expected to be regular and punctual in submitting assignments. Failure to complete required assignments will negatively affect the student’s final grade. Deadlines are established at the beginning of the semester.
- Contact your Instructor immediately if an emergency arises and you are unable to submit your work or attend class as required.
- If you find that you cannot complete the course for any reason, contact your Instructor and refer to your college catalog for withdrawal procedures.
- Students must check the course frequently for announcements, and students must actively participate in class.

- Minimum of **10 hours per week** of computer time is required for students to complete assessments. More computer time may be required, depending on your typing speed and computer knowledge.
- See the course schedule for when assignments are due.

Open lab:

AS 152

One-on-one tutoring available (email for an appointment)

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

All assessments and due dates are posted well in advance, so it is reasonable to expect quality work from students submitted well before the due date. If you do not procrastinate, there should be no reason you cannot submit assessments promptly. Plan on turning in all work by the due date – there will be no make-up work or extra credit given.

You will find all the assessments for **CengageNOWv2** are linked into **BlackBoard**.

You must log into BlackBoard to complete all assignments. They must be completed before the due date. You are encouraged to work ahead in case there are questions that may arise.

ChatGPT/AI can only be used for research purposes only. Quoting ChatGPT/AI directly is strictly **prohibited** and will be considered **plagiarism**. If you use ChatGPT/AI as part of your research, remember that you must **cite** it on your resource page.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 24**.

All work is completed online. Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities.

- **Check-in on a regular basis.** To be in attendance, you must be on the BlackBoard course Web site at least three (3) out of seven (7) days each week. Being present means you should be involved in any discussions and be current in turning in homework, projects, and assessments. Being present means you check your school e-mail account at least once every day.
- **Verify your course enrollment.** On the first day of the online course complete the IceBreaker Discussion Board and Syllabus Quiz. Students must complete these assignments in each course to verify their course enrollment. **If you do not complete these assignments by ORD, you will be dropped from the course.**
- **Plan on spending at least two hours of work time for every credit hour that the course receives.** As a rule of thumb, colleges assume that you will attend as many hours as are

listed in the credit hours, then do homework and prepare in an equivalent number of hours during each week. In an online course, the distinction between attendance and study hours is removed, but the same minimum amount of time is necessary. In actual practice, some courses take many more hours of study.

- **Your Instructor can tell if you are visiting the course site.** There are tools in BlackBoard that allow your Instructor to get general statistics about how often you visit the course site. Sometimes, they can even tell you have visited specific parts.

Students that have never attended class before the Official Reporting Day (ORD) will be withdrawn from the course by the institution. Students enrolled in an online course must “log in” and complete the week one assignment (Syllabus Quiz and IceBreaker Discussion Board) before the Official Reporting Day (ORD) to be considered an active student or to be considered attending class. Please consult the Paris Junior College Student Handbook to review all policies and procedures.

Instructor Response and Availability:

The Instructor’s preferred method of contact is e-mail. The Instructor will answer e-mail as soon as possible. If an e-mail was sent Monday – Wednesday, expect a response within 24 hours except for holidays and closures. If you have not heard from the Instructor within a reasonable time frame, please send another e-mail.

If the e-mail was sent Thursday – Sunday, expect an answer on Monday or Tuesday except for holidays and closures.

If you have a question, please be sure to put “ACNT 1303 Question” or “ACNT 1303 Question About” as the subject line of the e-mail message. If you do, you are likely to get a faster response. Please include your name on all correspondence.

Dragonmail is the primary contact e-mail for students. Please check your e-mail daily. In addition, please check “Announcements” in BlackBoard daily.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Netiquette:

Netiquette is another word for online communication guidelines. Netiquette can be summarized by three simple understandings: remember that there is a human being on the other end of your communication, treat that human being with respect, and do not transmit any message that you wouldn’t be willing to communicate face to face. Due to the nature of the online environment, here are some things to remember:

1. Be careful what you write about others.
2. Avoid offensive language, especially comments that might be construed as discriminatory.
3. Be careful with humor and sarcasm. One person’s humorous comment may push another person’s buttons or may even be seen as offensive.
4. Avoid putting words into full capitals. Online, all-caps is considered SHOUTING.
5. Write descriptive subject lines. Some people receive so much email that they begin to delete some messages without viewing them. To avoid this fate, make sure your subject lines are descriptive.

6. Use writing tricks like "emoticons," acronyms, and extra punctuation, but use them judiciously.
7. Respect other people's intellectual property. Don't post, display, or otherwise provide access to materials belonging to others, and cite references as appropriate.
8. Always think before you write. In other words, without the use of non-verbal's with your message, your message can be misinterpreted. So please think twice before you hit submit.
9. Keep it relevant. Do not stray from the discussion in the assigned questions.
10. Make sure that you are using appropriate grammar and structure. In other words, I don't want to see anyone writing "R U" instead of "are you". There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills.
11. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the methods listed below.

- a) Student email
- b) BlackBoard announcement
- c) In class announcement

Official Student Email Policy

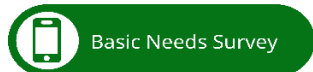
Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

For computer or log in issues please contact Tech Support at techsupport@parisjc.edu

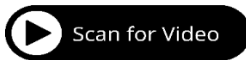
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Important Dates:

Official Report Date is **October 26**.

Last Day to Drop Classes with a "W" is **November 24**.

Thanksgiving Holiday is **November 25 – 27**.

Final Exams is **December 7 – December 10**.

All assignments must be completed by **11:15 A.M. on Thursday, December 10**.

Course Schedule:

Week 1:	IceBreaker Discussion Board Syllabus Quiz Chapter 1: Introduction to Accounting
Week 2:	Chapter 2: Analyzing Transactions: The Accounting Equation
Week 3:	Chapter 3: The Double-Entry Framework
Week 4:	Chapter 4 – Journalizing and Posting Transactions
Week 5:	Chapter 5: Adjusting Entries and the Work Sheet Chapter 5 Appendix: Depreciation Methods
Week 6:	Chapter 6: Financial Statements and the Closing Process Chapter 6 Appendix: Statement of Cash Flows
Week 7:	Practice Final Exam
Week 8:	Final Exam

ACNT 1303.20E0
Introduction to Accounting I
Fall 2026 – Flex B

Instructor: Wanda Duncan
Office: AS 151
Phone: 903.782.0378
Email: wduncan@parisjc.edu
Office Hours: TBA

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

3 Credit Hours 2 Lecture Hours 4 Lab Hours

Prerequisite(s): It is highly recommended that the student has computer and/or keyboarding skills or be concurrently enrolled in a computer and/or keyboarding class to successfully complete this course. This course does not attempt to teach basic computer skills.

Associate degree seeking students and Level 2 certificate students **must be** TSI compliant before degree conferral. If applicable, see your counselor / advisor for more information and to schedule the TSI testing.

If Applicable: TSI Requirement

NOTE: ACGM courses typically require TSI compliance or waiver. Associate's degree and Level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

College Accounting, Chapters 1-9, 23rd edition.

Heintz & Perry

Cengage Learning

Inclusive Access: 9781337913379

Inclusive Access is being used for this course which means the cost of course materials are included in the tuition (includes ebook and access to homework assignments).

Do **NOT** "opt out." If you "opt out," you will be responsible for paying for the course materials out of pocket.

You do not have to purchase anything from the PJC Bookstore.

Other Course Materials:

None.

Access to the Internet, e-mail, and Microsoft Office 365 (includes Word, Excel, Access, and PowerPoint) must be installed on your home computer if you work on your assignments at home. If you work on your assignments on campus, the software is already installed on those computers.

Please see BlackBoard "Announcements" for a downloadable link for Microsoft Office 365. If you have trouble downloading the software, please reach out to the IT Help Desk at helpdesk@parisjc.edu.

If you are the only user of your computer, you may store your documents on your hard drive. If you cannot, it is recommended that you buy a USB Flash Memory Drive (jump drive). Try to buy one with at least 1TB of memory which will store all of your documents which can be used for other courses too. You can get the flash drives at WalMart or any other store that sells flash drives. The PJC Bookstore also has them for sale. You can use grant money to buy one at the bookstore.

Basic computer Requirements: Generally, a computer manufactured within the last five years is adequate.

Course Goals and Objectives:

Upon successful completion of this course, the student will have:

1. Described the purpose of accounting
2. Described the accounting process
3. Constructed the accounting equation
4. Analyzed business transactions
5. Showed the effects of business transactions on the accounting equation
6. Prepared and described the purposes of a simple income statement, statement of owner's equity, and balance sheet
7. Described the effects of debits and credits on specific types of accounts
8. Described the flow of data from source documents to the trial balance
9. Journalized transactions
10. Posted to the general ledger and prepare a trial balance
11. Prepared end-of-period adjustments
12. Posted adjusting entries to the general ledger
13. Prepared financial statements with the aid of a work sheet
14. Journalized and post-closing entries
15. Prepared a post-closing trial balance

Student Learning Outcomes:

1. Defined accounting terminology
2. Analyzed and recorded business transactions in a manual and computerized environment
3. Completed the accounting cycle
4. Prepared financial statements
5. Applied accounting concepts related to cash and payroll

Course Requirements and Evaluation:

The first assignment is a Syllabus Quiz and an IceBreaker Discussion Board Forum which the student must complete before the Official Reporting Day (**August 31**) to avoid being dropped.

This is an **8-week** course that runs from **August 24** to **October 15**.

This course does not attempt to teach basic use of a computer. All students must be able to search the Internet, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Course will be presented via **BlackBoard** and **CengageNOWv2**. Inclusive Access gives the student access to course documents, assessments, and exams. Students are expected to access this course a minimum of three times a week to keep current with course activities.

Student is responsible for the following:

- Registering Cengage NOWv2 through BlackBoard
- Access to necessary computer resources
- Read assigned material as on schedule
- Complete all homework assignments on time
- Prepare diligently for homework assignments and the Final Exam
- **Inquire** if you do not comprehend the material
- Follow the policies set forth in this syllabus and as specified by the college

Due to the type of material that must be covered within this course, students will be required to accomplish an extensive amount of reading, studying and solving homework problems. It is vital for students not to fall behind as it will be quite challenging to catch up. Students are to be held responsible for learning all the material in the textbook, the information provided in lecture sessions and homework problems. Students are encouraged to study with classmates to assist in mastery of the course content.

There will be a Final Exam:

- The Final Exam will be available to you to take on your home computer using the honor system.
- The exam will be available from October 1 to October 14.
- There are three attempts to achieve the highest grade possible.
- You need to complete your work early so that if you encounter a problem you can contact me in time to get a response and resolve the problem.

Students should read all chapters, review assessments, and/or practice assessments to prepare for the Final Exam. If you fail to complete chapter assessments and practice assessments during its availability period, then the assessment may not be available for review.

Chapter Assessments: All chapter assessments will be completed within **CengageNOWv2**. There is no time limit. NO makeup or extra credit will be given. Students should be familiar with the subject matter before attempting the final exam. The due date of each chapter and exam are listed in the schedule which can be accessed from the Homepage of your BlackBoard course. Each assessment has three attempts to achieve the highest grade possible.

Orientation: Students are expected to read and become familiar with the Syllabus and the course calendar. Students should also become familiar with the content and location of all items in the course.

If a student needs to discuss an assessment or needs help completing assessments, the student should e-mail the Instructor and/or come to the PJC Paris campus for individual instruction with the Instructor. The Instructor is always willing to tutor and/or help in successfully completing the course.

Grades:

Grades are based on completion of assessments which include homework, Final Exam, BlackBoard Discussion Forum, and a BlackBoard Syllabus Quiz.

All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded.

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CengageNOWv2 assessments can be taken **three (3) times** to improve grade.

Course Procedures:

- **Microsoft Office 365** and **CengageNOWv2** are required for this course.
- A student is expected to be regular and punctual in submitting assignments. Failure to complete required assignments will negatively affect the student’s final grade. Deadlines are established at the beginning of the semester.
- Contact your Instructor immediately if an emergency arises and you are unable to submit your work or attend class as required.
- If you find that you cannot complete the course for any reason, contact your Instructor and refer to your college catalog for withdrawal procedures.
- Students must check the course frequently for announcements, and students must actively participate in class.

- Minimum of **10 hours per week** of computer time is required for students to complete assessments. More computer time may be required, depending on your typing speed and computer knowledge.
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Open lab:

AS 152

One-on-one tutoring available (email for an appointment)

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

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The Instructor’s preferred method of contact is e-mail. The Instructor will answer e-mail as soon as possible. If an e-mail was sent Monday – Wednesday, expect a response within 24 hours except for holidays and closures. If you have not heard from the Instructor within a reasonable time frame, please send another e-mail.

If the e-mail was sent Thursday – Sunday, expect an answer on Monday or Tuesday except for holidays and closures.

If you have a question, please be sure to put “ACNT 1303 Question” or “ACNT 1303 Question About” as the subject line of the e-mail message. If you do, you are likely to get a faster response. Please include your name on all correspondence.

Dragonmail is the primary contact e-mail for students. Please check your e-mail daily. In addition, please check “Announcements” in BlackBoard daily.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Netiquette:

Netiquette is another word for online communication guidelines. Netiquette can be summarized by three simple understandings: remember that there is a human being on the other end of your communication, treat that human being with respect, and do not transmit any message that you wouldn’t be willing to communicate face to face. Due to the nature of the online environment, here are some things to remember:

1. Be careful what you write about others.
2. Avoid offensive language, especially comments that might be construed as discriminatory.
3. Be careful with humor and sarcasm. One person’s humorous comment may push another person’s buttons or may even be seen as offensive.
4. Avoid putting words into full capitals. Online, all-caps is considered SHOUTING.
5. Write descriptive subject lines. Some people receive so much email that they begin to delete some messages without viewing them. To avoid this fate, make sure your subject lines are descriptive.

6. Use writing tricks like "emoticons," acronyms, and extra punctuation, but use them judiciously.
7. Respect other people's intellectual property. Don't post, display, or otherwise provide access to materials belonging to others, and cite references as appropriate.
8. Always think before you write. In other words, without the use of non-verbal's with your message, your message can be misinterpreted. So please think twice before you hit submit.
9. Keep it relevant. Do not stray from the discussion in the assigned questions.
10. Make sure that you are using appropriate grammar and structure. In other words, I don't want to see anyone writing "R U" instead of "are you". There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills.
11. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Complaint Procedures:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the methods listed below.

- a) Student email
- b) BlackBoard announcement
- c) In class announcement

Official Student Email Policy

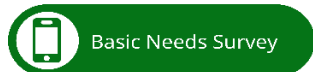
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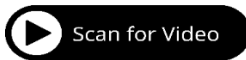
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Important Dates:

Official Report Date is **August 31**.

Last Day to Drop Classes with a "W" is **October 1**.

Labor Day Holiday is **September 7**.

Final Exams is **October 12 – October 14**.

All assignments must be completed by **11:59 PM on Wednesday, October 14**.

Course Schedule:

Week 1:	IceBreaker Discussion Board Syllabus Quiz Chapter 1: Introduction to Accounting
Week 2:	Chapter 2: Analyzing Transactions: The Accounting Equation
Week 3:	Chapter 3: The Double-Entry Framework
Week 4:	Chapter 4 – Journalizing and Posting Transactions
Week 5:	Chapter 5: Adjusting Entries and the Work Sheet Chapter 5 Appendix: Depreciation Methods
Week 6:	Chapter 6: Financial Statements and the Closing Process Chapter 6 Appendix: Statement of Cash Flows
Week 7:	Practice Final Exam
Week 8:	Final Exam

**AERM 1303
Shop Practices
Fall 2026,**

Instructor: Tim Sullivan

Office: A124

Phone: 903-457-8721

Email: tsullivan@parisjc.edu

Office Hours: 10AM-2PM Mon-Thurs

Meeting Location: A123

Meeting Days: Mon-Thurs

Meeting Times: 8:15-9:05 AM

Course Description:

An introduction to shop safety, the correct use of hand tools, equipment, and precision measurement, identification of aircraft hardware, and the fabrication of fluid lines and tubing. Emphasis on procedures for testing, heat treating, and inspection of aircraft structures.

AERM 1303 Shop Practices: 4 hrs./wk., 16wks, 64 Contact hours

Required Textbook(s) and Materials:

None

Course Goals and Objectives:

- Perform basic shop safety and shop operations.
- Perform precision measurement procedures.
- Perform safety wiring techniques.
- Identify and select non-destructive testing methods and heat-treating procedures.
- Perform non-destructive testing.
- Identify and select aircraft hardware and materials.
- Fabricate and install fluid lines and fittings.
- Inspect welds.
- Demonstrate employability skills as an Aviation Maintenance General Technician.
- Exhibit punctuality, initiative, courtesy, loyalty, and honesty.
- Identify appropriate responses to criticism from employer, supervisor, or employees.
- Identify and adopt acceptable work habits.
- Attempt NC3 Hand Tool Identification and Safety Certification.
- Attempt NC3 Precision Measurement Instruments Certification.
- Attempt NC3 Mechanical and Electronic Torque Certification.

Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READING AND ASSIGNMENTS
25 Aug 2026	Lesson 1 Intro to Shop Safety	Review Lesson 1 PowerPoint
26 Aug 2026	Lesson 2 Eye and Hand Safety	Review Lesson 2 PowerPoint
2 Sep 2026	Lesson 2A Human Factors	Review Lesson 2A Human Factors Quiz
8 Sep 2026	Lesson 2B Soldering Basics	Review Lesson 3 PowerPoint
9 Sep 2026	Lesson 3 General Purpose Tools	Review Lesson 4 PowerPoint
14 Sep 2026	Lesson 4 Countersinks and Micrometers	Review Lesson 5 PowerPoint
16 Sep 2026	Lesson 5 Punches and Cutting Tools	Review Lesson 6 PowerPoint
21 Sep 2026	Lesson 6 Drilling and Forming Tools	Review Lesson 7 PowerPoint
23 Sep 2026	Lesson 7 Metals, Alloys, and Heat Treatment	Review Lesson 8 PowerPoint
28 Sep 2026	Lesson 8 Metal Working Processes	Review Lesson 9 PowerPoint
30 Sep 2026	Lesson 9 Hardness Testing and Composites	Review Lesson 10 PowerPoint
5 Oct 2026	Lesson 10 Aircraft Hardware	Review Lesson 11 PowerPoint
7 Oct 2026	Lesson 11 Aircraft Washers and Rivets	Review Lesson 12 PowerPoint
12 Oct 2026	Lesson 12 Aircraft Fasteners and Nut Plates	Review Lesson 13 PowerPoint FAA Regulations Quiz

14 Oct 2026	Lesson 13 Control Cables and Safety Wiring	Review Lesson 14 PowerPoint
21 Oct 2026	Lesson 14 Fluid Lines and Tubing	Review Lesson 15 PowerPoint
28 Oct 2026	Lesson 15 Basic Inspection	Review Lesson 15 PowerPoint
3 Nov 2026	Lesson 16 Annual Progressive, and Special Inspections	Review Lesson 16 PowerPoint
10 Nov 2026	Lesson 17 NDI and NDT	Review Lesson 17 PowerPoint
17 Nov 2026	Lesson 18 NDI and NDT Cont	Review Lesson 18 PowerPoint
7 Dec 2026	Final Exam	

Course Requirements and Evaluation:

Lesson 2	Human Factors Quiz	40 pts.
Lesson 2	Aviation Safety Quiz	50 pts
Lesson 5	Hand Tool and Measuring devices Quiz	50 pts
Lesson 9	Aircraft Processes Quiz	150 pts
Lesson 12	Aviation Hardware Quiz	100 pts
Lesson 16	Inspection Concept Assignment	50 pts
Lesson 18	Aircraft Inspection Quiz	100 pts
Final Exam		<u>100 pts</u>

- Total 640 pts.

Grade Determination:

576-640 points	=	A
512-575 points	=	B
448-511 points	=	C
384-447 points	=	D
383 or below	=	F

Quizzes	=	490 pts or 76.5%
Assignments	=	50 pts or 8%
Final Exam	=	<u>100 pts or 15.5%</u>
Total		640 pts or 100%

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Classes will be in person, in the classroom or lab as specified by the instructor.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Notice of any changes will be by Blackboard announcement.

Official Student Email Policy

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Tech Support:

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PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



**AERM 1315
Aviation Science
Fall 2026,**

Instructor: Jim Dilavore
Office: A124
Phone: 903-457-8721
Email: jdilavore@parisjc.edu
Office Hours: 10AM-2PM Mon-Thurs

Meeting Location: A126
Meeting Days: Mon-Thurs
Meeting Times: 8:00 AM

Please use Blackboard Email to Email the Instructor. Assignments are due at the end of the week assigned.

Course Description:

Course Description: Fundamentals of mathematics, physics, and drawings as they apply to aircraft principles and operations as required by the Federal Aviation Administration (FAA) for airframe and powerplant mechanics.

Required Textbook(s) and Materials:

There is no textbook required. All materials are in Blackboard.

Course Goals and Objectives:

- Extract roots and raise numbers to a given power.
- Calculate areas and volumes of various geometrical shapes by solving problems for volume, weight, area, circumference, and perimeter measurements for rectangles, squares, and cylinders.
- Solve ratio, proportion, and percentage problems.
- Perform algebraic operations involving addition, subtraction, multiplication, and division of positive and negative numbers.
- Apply the principles of simple machines, sound, fluid, and heat dynamics.
- Apply the principles of basic aerodynamics, aircraft structures, and flight theory.
- Understand molecular action as a result of temperature extremes, chemical reaction, and moisture content.
- Draw conclusions or make inferences from data.
- Understand pressure measurement in terms of PSI, inches of mercury, and KPA.
- Interpret aircraft drawings, symbols, and system schematics.
- Draw sketches of repairs and alterations.
- Interpret blueprint information, graphs, and charts.

Course Schedule:

DATE	TOPIC	READING AND ASSIGNMENTS
26 Aug 2026	Lesson 1 (Math) Whole Numbers and Fractions	Read the syllabus Review Lesson 1 PowerPoint Quiz
2 Sept 2026	Lesson 2 (Math) Decimal Numbers	Review Lesson 2 PowerPoint Complete Lesson 2 Math Assignment Math Lab Decimal Numbers
9 Sept 2026	Lesson 3 (Math) Ratios and Proportions	Review Lesson 3 PowerPoint Quiz
10 Sept 2026	Lesson 4 (Math) Powers and Roots	Review Lesson 4 PowerPoint Quiz Math Lab Positive and Negative Numbers
14 Sept 2026	Lesson 5 (Math) Algebra	Review Lesson 5 PowerPoint Quiz Math Lab Roots, Raised numbers, Algebra
15 Sept 2026	Lesson 6 (Math) Computing Area of Two-Dimensional Solids	Review Lesson 6 PowerPoint Quiz
17 Sept 2026	Lesson 7 (Math) Computing Area of Three-Dimensional Solids	Review Lesson 7 PowerPoint
21 Sept 2026	Lesson 8 (Math) Measurement Systems	Review Lesson 8 PowerPoint Math Lab Practical Exercise
22 Sept 2026	Lesson 9 (Physics) Characteristics of Matter	Review Lesson 9 PowerPoint Quiz Physics Essay Assignment
23 Sept 2026	Lesson 10 (Physics) Energy and Force	Review Lesson 10 PowerPoint
29 Sept 2026	Lesson 11 (Physics) Simple Machines, Levers and Pulleys	Review Lesson 11 PowerPoint Lab for Simple Machines
1 Oct 2026	Lesson 12 (Physics) Stress Factors	Review Lesson 12 PowerPoint Quiz

DATE	TOPIC	READING AND ASSIGNMENTS
7 Oct 2026	Lesson 13 (Physics) Heat, Energy and Transfer	Review Lesson 13 PowerPoint
14 Oct 2026	Lesson 14 (Physics) Pressure of Gasses	Review Lesson 14 PowerPoint Mid-Term Exam
21 Oct 2026	Lesson 15 (Physics) Fluid Mechanics	Review Lesson 15 PowerPoint Physics Lab for Gasses
26 Oct 2026	Lesson 16 (Physics) Sound, Speed and Measurement	Review Lesson 16 PowerPoint Quiz Physics Lab Exercise
28 Oct 2026	Lesson 17 (Physics) The Atmosphere	Review Lesson 17 PowerPoint Quiz
2 Nov 2026	Lesson 18 (Physics) Airfoils and Flight Characteristics	Review Lesson 18 PowerPoint Quiz
4 Nov 2026	Lesson 19 (Physics) Aircraft Stability	Review Lesson 19 PowerPoint Physics Lab for Aerodynamics
9 Nov 2026	Lesson 20 (Physics) High Speed Aerodynamics	Review Lesson 20 PowerPoint
11 Nov 2026	Lesson 21 (Physics) Helicopter Aerodynamics	Review Lesson 21 PowerPoint Quiz
16 Nov 2026	Lesson 22 (Physics) Flexible wing and Powered Parachute Aerodynamics	Review Lesson 22 PowerPoint
19 Nov 2026	Lesson 23 (Drawings) Drawing Types	Review Lesson 23 PowerPoint Drawing Essay Assignment
23 Nov 2026	Lesson 24 (Drawings) Standard Drawing Information	Review Lesson 24 PowerPoint Drawing Lab
1 Dec 2026	Lesson 25 (Drawings) Methods of Illustration	Review Lesson 25 PowerPoint
3 Dec 2026	Lesson 26 (Drawings) Lines and Their Meanings	Review Lesson 26 PowerPoint Drawing Lab
7 Dec 2026	Lesson 27 (Drawings) Reading and Interpreting Drawings	Review Lesson 27 PowerPoint Drawing Lab Review and Prepare for Final Exam
8 Dec 2026	Final Exam	Final Exam

Course Requirements and Evaluation:

Lesson 1	Quiz	10 pts.
Lesson 2	Decimal Numbers Assignment	30 pts
Lesson 2	Math Lab	20 pts
Lesson 3	Quiz	30 pts.
Lesson 4	Quiz	10 pts.
Lesson 4	Math Lab Positive and Negative Numbers	20 pts
Lesson 5	Quiz	5 pts.
Lesson 5	Math Lab Roots, Raised Numbers, Algebra	20 pts
Lesson 6	Quiz	10 pts.
Lesson 8	Math Lab Practical Exercise	20 pts
Lesson 9	Quiz	5 pts.
Lesson 9	Physics Essay Assignment	50 pts
Lesson 11	Simple Machines Lab	20 pts
Lesson 12	Quiz	20 pts.
Mid-Term		50 pts.
Lesson 15	Gasses Lab	20 pts
Lesson 16	Quiz	5 pts.
Lesson 16	Physics Lab	20 pts
Lesson 17	Quiz	5 pts.
Lesson 18	Quiz	40 pts.
Lesson 19	Aerodynamics Lab	20 pts
Lesson 21	Quiz	20 pts.

Lesson 23	Drawing Essay Assignment	10 pts
Lesson 24	Drawing Lab	20 pts.
Lesson 26	Drawing Lab	20 pts.
Lesson 27	Drawing Lab	20 pts
Final Exam		<u>100 pts.</u>
	Total	620 pts.

Grade Determination:

558-620 points	=	A
496-557 points	=	B
434-495 points	=	C
372-433 points	=	D
371 or below	=	F

Quizzes	=	160 pts or 26%
Assignments	=	90 pts or 15%
Labs	=	220 pts or 35%
Mid/Final Exam	=	<u>150 pts or 24%</u>
Total		620 pts or 100%

Required Activity:

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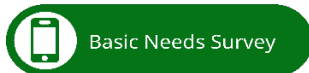
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Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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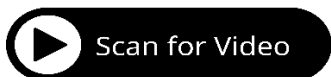


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**AERM 1315
Aviation Science
Fall 2026,**

Instructor: Tim Sullivan
Office: A124
Phone: 903-457-8721
Email: tsullivan@parisjc.edu
Office Hours: 10AM-2PM Mon-Thurs

Meeting Location: A123
Meeting Days: Mon-Thurs
Meeting Times: 12:45 PM

Please use Blackboard Email to Email the Instructor. Assignments are due at the end of the week assigned.

Course Description:

Course Description: Fundamentals of mathematics, physics, and drawings as they apply to aircraft principles and operations as required by the Federal Aviation Administration (FAA) for airframe and powerplant mechanics.

Required Textbook(s) and Materials:

There is no textbook required. All materials are in Blackboard.

Course Goals and Objectives:

- Extract roots and raise numbers to a given power.
- Calculate areas and volumes of various geometrical shapes by solving problems for volume, weight, area, circumference, and perimeter measurements for rectangles, squares, and cylinders.
- Solve ratio, proportion, and percentage problems.
- Perform algebraic operations involving addition, subtraction, multiplication, and division of positive and negative numbers.
- Apply the principles of simple machines, sound, fluid, and heat dynamics.
- Apply the principles of basic aerodynamics, aircraft structures, and flight theory.
- Understand molecular action as a result of temperature extremes, chemical reaction, and moisture content.
- Draw conclusions or make inferences from data.
- Understand pressure measurement in terms of PSI, inches of mercury, and KPA.
- Interpret aircraft drawings, symbols, and system schematics.
- Draw sketches of repairs and alterations.
- Interpret blueprint information, graphs, and charts.

Course Schedule:

DATE	TOPIC	READING AND ASSIGNMENTS
26 Aug 2026	Lesson 1 (Math) Whole Numbers and Fractions	Read the syllabus Review Lesson 1 PowerPoint Quiz
2 Sept 2026	Lesson 2 (Math) Decimal Numbers	Review Lesson 2 PowerPoint Complete Lesson 2 Math Assignment Math Lab Decimal Numbers
9 Sept 2026	Lesson 3 (Math) Ratios and Proportions	Review Lesson 3 PowerPoint Quiz
10 Sept 2026	Lesson 4 (Math) Powers and Roots	Review Lesson 4 PowerPoint Quiz Math Lab Positive and Negative Numbers
14 Sept 2026	Lesson 5 (Math) Algebra	Review Lesson 5 PowerPoint Quiz Math Lab Roots, Raised numbers, Algebra
15 Sept 2026	Lesson 6 (Math) Computing Area of Two-Dimensional Solids	Review Lesson 6 PowerPoint Quiz
17 Sept 2026	Lesson 7 (Math) Computing Area of Three-Dimensional Solids	Review Lesson 7 PowerPoint
21 Sept 2026	Lesson 8 (Math) Measurement Systems	Review Lesson 8 PowerPoint Math Lab Practical Exercise
22 Sept 2026	Lesson 9 (Physics) Characteristics of Matter	Review Lesson 9 PowerPoint Quiz Physics Essay Assignment
23 Sept 2026	Lesson 10 (Physics) Energy and Force	Review Lesson 10 PowerPoint
29 Sept 2026	Lesson 11 (Physics) Simple Machines, Levers and Pulleys	Review Lesson 11 PowerPoint Lab for Simple Machines
1 Oct 2026	Lesson 12 (Physics) Stress Factors	Review Lesson 12 PowerPoint Quiz

DATE	TOPIC	READING AND ASSIGNMENTS
7 Oct 2026	Lesson 13 (Physics) Heat, Energy and Transfer	Review Lesson 13 PowerPoint
14 Oct 2026	Lesson 14 (Physics) Pressure of Gasses	Review Lesson 14 PowerPoint Mid-Term Exam
21 Oct 2026	Lesson 15 (Physics) Fluid Mechanics	Review Lesson 15 PowerPoint Physics Lab for Gasses
26 Oct 2026	Lesson 16 (Physics) Sound, Speed and Measurement	Review Lesson 16 PowerPoint Quiz Physics Lab Exercise
28 Oct 2026	Lesson 17 (Physics) The Atmosphere	Review Lesson 17 PowerPoint Quiz
2 Nov 2026	Lesson 18 (Physics) Airfoils and Flight Characteristics	Review Lesson 18 PowerPoint Quiz
4 Nov 2026	Lesson 19 (Physics) Aircraft Stability	Review Lesson 19 PowerPoint Physics Lab for Aerodynamics
9 Nov 2026	Lesson 20 (Physics) High Speed Aerodynamics	Review Lesson 20 PowerPoint
11 Nov 2026	Lesson 21 (Physics) Helicopter Aerodynamics	Review Lesson 21 PowerPoint Quiz
16 Nov 2026	Lesson 22 (Physics) Flexible wing and Powered Parachute Aerodynamics	Review Lesson 22 PowerPoint
19 Nov 2026	Lesson 23 (Drawings) Drawing Types	Review Lesson 23 PowerPoint Drawing Essay Assignment
23 Nov 2026	Lesson 24 (Drawings) Standard Drawing Information	Review Lesson 24 PowerPoint Drawing Lab
1 Dec 2026	Lesson 25 (Drawings) Methods of Illustration	Review Lesson 25 PowerPoint
3 Dec 2026	Lesson 26 (Drawings) Lines and Their Meanings	Review Lesson 26 PowerPoint Drawing Lab
7 Dec 2026	Lesson 27 (Drawings) Reading and Interpreting Drawings	Review Lesson 27 PowerPoint Drawing Lab Review and Prepare for Final Exam
8 Dec 2026	Final Exam	Final Exam

Course Requirements and Evaluation:

Lesson 1	Quiz	10 pts.
Lesson 2	Decimal Numbers Assignment	30 pts
Lesson 2	Math Lab	20 pts
Lesson 3	Quiz	30 pts.
Lesson 4	Quiz	10 pts.
Lesson 4	Math Lab Positive and Negative Numbers	20 pts
Lesson 5	Quiz	5 pts.
Lesson 5	Math Lab Roots, Raised Numbers, Algebra	20 pts
Lesson 6	Quiz	10 pts.
Lesson 8	Math Lab Practical Exercise	20 pts
Lesson 9	Quiz	5 pts.
Lesson 9	Physics Essay Assignment	50 pts
Lesson 11	Simple Machines Lab	20 pts
Lesson 12	Quiz	20 pts.
Mid-Term		50 pts.
Lesson 15	Gasses Lab	20 pts
Lesson 16	Quiz	5 pts.
Lesson 16	Physics Lab	20 pts
Lesson 17	Quiz	5 pts.
Lesson 18	Quiz	40 pts.
Lesson 19	Aerodynamics Lab	20 pts
Lesson 21	Quiz	20 pts.

Lesson 23	Drawing Essay Assignment	10 pts
Lesson 24	Drawing Lab	20 pts.
Lesson 26	Drawing Lab	20 pts.
Lesson 27	Drawing Lab	20 pts
Final Exam		<u>100 pts.</u>
	Total	620 pts.

Grade Determination:

558-620 points	=	A
496-557 points	=	B
434-495 points	=	C
372-433 points	=	D
371 or below	=	F

Quizzes	=	160 pts or 26%
Assignments	=	90 pts or 15%
Labs	=	220 pts or 35%
Mid/Final Exam	=	<u>150 pts or 24%</u>
Total		620 pts or 100%

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Class Attendance:

Class attendance is critical for the successful completion of this course. Students must complete work in a timely manner and follow due dates. Work must be turned in by the deadline and there will be no extra credit. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

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Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

For computer or log in issues please contact Tech Support at techsupport@parisjc.edu

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

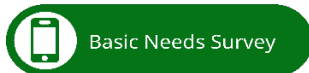
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

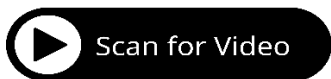


Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports

Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



AGRI 1131.250
The Agricultural Industry
Fall Flex Term A 2026 (Aug. 24-Oct. 14)

Instructor: Ms Charle D. Fox
Office: PJC Learning Center, Rm 94
Phone: 903-782-0414 ext, 1414
Email: cfox@parisjc.edu

Meeting Location: Online
Meeting Days: Online
Meeting Times: As Requested

Office Hours: by appointment (via zoom, phone or in-person).

Course Description:

This course will provide students with an overview of the multiple facets to the Agriculture Industry with emphasis on Agricultural Sciences. Students will be given a brief history of Agriculture, a glimpse of the large variety of occupations associated with Agriculture, the role of Agricultural Leadership and a condensed description of the many divisions of Agricultural Sciences. These sciences include, but are not limited to: Soil Quality, Air Quality, Animal Science, Food Science, Horticulture, Crop Sciences, Biotechnology and Natural Resource Management.

Credits: 1 credit hour

Required Textbook(s) and Materials:

No textbook required

Course Goals and Objectives:

Upon successful completion of this course, students will:

1. Explain the history and importance of agriculture.
2. Identify the various industries of agriculture.
3. Assess careers in agriculture and related educational requirements.
4. Apply verbal and written communication skills in agricultural contexts.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Requirements and Evaluation:

First Assignment must be completed by Monday, Aug. 31, 2026, to avoid being dropped for non-participation.

Course Requirements and Evaluation:

Possible Points:

Each section will have a quiz. They are worth 30% of total grade

Assignment worth are worth 30% of total grade

There will be 2 Discussions worth 10%

Mid-Term Exam is worth 15%

Final Exam is worth 15%

Grades are averaged

Grade Determination:

Average of 90%-100% = A

Average of 80%-89% = B

Average of 70%-79% = C

Average of 60%-69% = D

Average of 59% or less = F

No Text Required. The majority of the course will be taught from Agriscience, Fundamentals and Applications, 5th Edition by L. DeVere Burton

Course Policies

- Late work will receive a 10% reduced grade and be further reduced for each week it is late. **UNLESS** you contact me and grant you more time without penalty based which will be based on need and merit.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, October 1, 2026

Class Conduct:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

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2. You have not had a fever (and are not using fever-reducing medication).

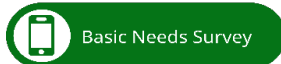
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Module One: Due: Aug. 30, 2026

Lesson One:

First Assignment Due For ORD, Participation: Aug. 31, 2026

What is Agriculture?

- Defining Agriculture
- Brief History of Agriculture
- Introduction to Biotechnology

Lesson Two:

Career Development

- Career Options in Agriculture/Agriscience
- Supervised Agriculture Experience
- Leadership Development in Agriscience

Module Two: Due: Sept. 6, 2026

Lesson Three:

Natural Resource Management

- Air Quality
- Water and Soil Conservation
- Soils and Hydroponics Management

Lesson Four:

Integrated Pest Management

- Biological Cultural and Chemical Control of Pests
- Safe Use of Pesticides

Module Three: Due: Sept. 13, 2026

Mid-Term Due: Sept. 16, 2026

Lesson Five

Natural Resource Management cont.

- Forest Management
- Wildlife Management
- Aquaculture

Module Four

Lesson Six: Due: Sept. 20, 2026

Plant Science

- Plant Structures and Taxonomy
- Plant Physiology
- Plant Reproduction

Lesson Seven

Crop Science

- Grains
- Hay Production
- Nursery & Landscaping

Module Five Due: Sept. 27, 2026

Lesson Eight

Communications and Management in Agriscience

- Marketing in Agriculture
- Agribusiness Planning
- Entrepreneurship in Agriculture

Lesson Nine

Pandemic and Climate Change effects on Agriculture

- Agricultural responses to the Pandemic: Local and Global
- Climate Change effects on Agriculture
- Disaster Readiness in Agriculture

Module Six Due: Oct 4, 2026

Lesson Ten

Animal Sciences

- Animal Anatomy, Physiology and Nutrition
- Animal Health
- Genetics, Breeding and Reproduction
- Small Animal Care and Management

Lesson Eleven

Animal Sciences Continued

- Dairy and Livestock Management
- Horse Management

Module Seven Due: Oct. 11, 2026

Lesson Twelve

Pandemic and Climate Change effects on Agriculture

- Agricultural responses to the Pandemic: Local and Global
- Climate Change effects on Agriculture
- Disaster Readiness in Agriculture

Final Review

Module Eight Due: Oct. 16, 2026

Final Exam* Due by Oct. 16, 2026

*Proctored thorough Respondus

AGRI 1329.260
The Principles of Food Science
Fall Flex Term A 2026 (Aug. 24-Oct. 14)

Instructor: Ms Charle D. Fox
Office: PJC Learning Center, Rm 94
Phone: 903-782-0414 ext, 1414
Email: cfox@parisjc.edu
Office Hours: by appointment (via zoom, phone or in-person).

Meeting Location: Online
Meeting Days: Online
Meeting Times: As Requested

Course Description:

This course will provide students with an overview of the multiple faucets of the principles and components of Food Science. Students begin with a brief history of Food Science and a look at the occupations associated with Food Science. The main topics included in the course: Basic Chemistry, Sugars, Complex Carbohydrates, Lipids, Proteins, Enzymes, Micro Components, Food Microbiology, and Food Preservation and Packaging. We end with modern industry trends.

Credits: 3 credit hours

Required Textbook(s) and Materials:

No textbook required

Course Goals and Objectives:

Upon successful completion of this course, students will:

1. Identify the principles of food science related to food production, quality, safety, nutrition, and distribution.
2. Describe common and emerging technologies in food science.
3. Explain how engineering, microbiology, and chemistry are applied in food production and processing systems.
4. Describe food safety procedures in U.S. production systems.
5. Demonstrate appropriate food handling/food safety procedures.
6. Explain nutrient composition and the link between nutrition and health.
7. Examine the dynamics of global food supply.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Requirements and Evaluation:

First Assignment must be completed by Monday, Aug. 31, 2026, to avoid being dropped for non-participation.

**Course Requirements and Evaluation:
Possible Points:**

Each section will have a quiz. They are worth 30% of total grade

Assignment worth are worth 30% of total grade

There will be 2 Discussions worth 10%

Mid-Term Exam is worth 15%

Final Exam is worth 15%

Grades are averaged

Grade Determination:

Average of 90%-100% = A

Average of 80%-89% =B

Average of 70%-79% = C

Average of 60%-69% = D

Average of 59% or less = F

No Text Required. The majority of the course will be taught from *Principles of Food Science, Fourth Edition*, by Janet D. Ward

Course Policies

- Late work will receive a 10% reduced grade and be further reduced for each week it is late. UNLESS you contact me and grant you more time without penalty based which will be based on need and merit.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, October 1, 2026

Class Conduct:

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Illness Policy:

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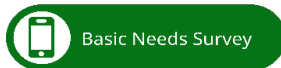
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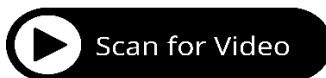
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Course Schedule/Weekly Lesson Plan:

Module One: Due: Aug. 30, 2026

Lesson One:

First Assignment Due For ORD, Participation: Aug. 31, 2026

What is Food Science?

- Defining Food Science
- Brief History of Food Science
- Sensory & Evaluation
- Career in Food Science

Module Two: Due: Sept. 6, 2026

Lesson Two:

Basic Chemistry

- Nature of Matter & Energy

Lesson Three:

- Ions
- Water

Module Four: Due: Sept. 13, 2026

Mid-Term Due: Sept. 16, 2026 *Proctored through Respondus

Lesson Four

- Sugars & Complex Carbohydrates

Lesson Five

- Lipids
- Proteins

Module Five

Lesson Six: Due: Sept. 20, 2026

- Enzymes

Lesson Seven

- Digestion & Metabolism

Module Five Due: Sept. 27, 2026

Lesson Eight

- Vitamins
- Photochemicals

Lesson Nine

- Additives
- Food Analogs

Module Six Due: Oct 4, 2026

Lesson Ten

- Fermentation
- Food safety

Lesson Eleven

- Nutritional Labels & Dietary Guidelines

Module Seven Due: Oct. 11, 2026

Lesson Twelve

- Thermal Preservation
- Dehydration
- Concentration

Final Review

Module Eight Due: Oct. 16, 2026

Final Exam* Due by Oct. 16, 2026

***Proctored through Respondus**

AGRI 1131
The Agricultural Industry
Fall 2026

Instructor: Taylor Russell
Office: Ag 100
Phone: (972) 636-9991
Email: trussell@parisjc.edu
Office Hours: 8:15 am - 3:40 pm

Meeting Location: AG 100
Meeting Days: Monday & Friday
Meeting Times: 2:55 - 3:38 pm

Course Description:

Overview of agriculture and the American agricultural system, including an examination of career opportunities and requirements.

Prerequisite: None

Corequisite: None

Approval Number: 0101035201

Maximum SCH per Student: 1

Maximum SCH per Course: 1

Maximum Contact Hours per Course: 32

Required Textbook(s) and Materials: None

Course Goals and Objectives:

Upon successful completion of this course, students will:

- Explain the history and importance of agriculture. Identify the various industries of agriculture.
- Assess careers in agriculture and related educational requirements.
- Apply verbal and written communication skills in agricultural contexts.

Course Requirements and Evaluation:

Students will be given the following opportunities to demonstrate knowledge of class material. The course has a total of 300 points.

Lecture Grades:

Midterm Exam:	70 points (1)
Comprehensive Final:	100 points (1)
Discussions:	130 points (13 discussions , 10 points each, lowest score will be dropped)

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

***Note: Discussion may not be completed late. Discussions are online and cannot be made up in the event of an absence but they may be completed off campus within the assigned window. There is one dropped Discussion grade. Students must pre plan for exams. If you are absent on exam dates, arrangements should be made BEFORE missing the exam. Students are expected to schedule a tutorial time to make up missed exam prior to their absence. Failure to complete an exam according to these guidelines will result in an exam grade of zero.

Course Policies:

Cell phone use will be restricted during class time in order to encourage active learning. Note taking is an important part of any college lecture course. Students are expected to engage in all parts of the lesson and provide feedback on their learning needs. Content discussions will be posted weekly in order to assess the topics and activities. Discussions will be completed online and if you are absent, you must complete the discussion online before the availability window closes. Discussions will open by 8 am Monday morning and close at 3:40 pm of the same week on Friday. Exams are taken in class only. You may not retake or make up missed exams. YOU MUST COMMUNICATE AN ABSENCE IN ADVANCE OF MISSING AN EXAM. Missed exams without prior communication will result in a zero and no opportunity for retake.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is 11/12/2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are

known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

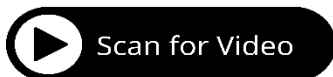
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE		READINGS ASSIGNMENTS LECTURES
8/24 - 28	Defining Agriculture	Discussion
8/31 - 9/4	Animal Science Introduction	Discussion
9/8 - 11	Agriculture Careers : Animal Science	Discussion
9/14 - 18	Plant Science Introduction	Discussion
9/21 - 25	Agriculture Careers : Plant Science	Discussion
9/28 - 10/2	Ag Mechanics Introduction	Discussion
10/5 - 9	MidTerm	MidTerm
10/12 - 16	Agriculture Careers : Ag Mechanics	Discussion
10/19 - 23	Food Science Introduction	Discussion
10/26 - 30	Agriculture Careers : Food Science	Discussion
11/2 - 6	Forestry/Wildlife Introduction	Discussion
11/9 - 13	Agriculture Careers : Forestry/Wildlife	Discussion
11/16 - 20	Law & Policy Introduction	Discussion
11/23 - 27	Thanksgiving Break	No Class
11/30 - 12/4	Law & Policy Careers	Discussion
12/7 - 11	Finals	Final

Biol 2401
Anatomy and Physiology I - Evening
Fall 2026

Instructor: Justin Anderton

Campus Office:

Meeting Location: Greenville

Meeting Days: Monday

Meeting Times: 6pm- 9pm

Email: janderton@parisjc.edu (best contact)

Office hours: Mon 5pm- 6pm

Please email before visiting to set an appointment during office hours.

Course Description:

This course will consist of a study of structures and functions of human organ systems and how these organ systems interact to create a functional organism. We will also discuss how various diseases and disorders can disrupt the proper functioning of the organ systems of the human body.

Anatomy & Physiology is a course at PJC for students entering fields in allied health sciences, psychology, physical therapy, physical education, biology, geology, ecology, anthropology, agriculture, and any student who needs a basic understanding of structure and function of the human body and who has an entry level background in biology or nursing. This course is specially designed to be completed in two semesters. The topics discussed in this course are organized so that they form a core that is suitable to satisfy the prerequisites for student advancement.

Credits: SCH = 4 (3 Lecture and 1 Lab) per week

Connect for Hole's Anatomy & Physiology w/Proctorio + (1 year/2 term)(Custom)

by Welsh

Edition: 16th

ISBN: 9781265148058

Author: Welsh

Publisher: MCGRAW HILL (CUSTOM PUBLISHING)

The Textbook and CONNECT access necessary to complete homework, exam, quizzes and virtual lab activities. In addition to a functional computer with a stable internet connection, you need a folder with loose leaf paper, a pen and colored pencils.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Requirements and Evaluation:

Entering Your Course: This course utilizes the McGraw-Hill (MGH) Connect platform to deliver many assignments. Most of these MGH Connect assignments are linked for you in Blackboard under the **Course Content tab**. Your first assignment is to click on a MGH link, then you will be directed to Connect where you must **register** for the MGH Connect course. How to register is described in detail under the **Start Here Tab** in Blackboard. Once you have registered in MGH Connect you will be able to complete the

When registering in MGH Connect, you will need to enter an e-mail and password. Use your **PJC Dragon E-mail** and choose a password you will remember. The link to set up your PJC Dragon Mail is located below if you do not have yours activated yet.

<http://www.parisjc.edu/pjc2/main/activate-dragonmail/>

Article Summary are 10 pts each. There will be one article summary due at the end of each unit and they should run 1 to 2 pages in length. Please Follow the template that is provided for you in Blackboard.

Chapter Homework Assignments involve 12 assignments at 20pts each = 240pts. You have 2 attempts at each assignment. You should complete both attempts because the highest score will be recorded in My Grades of Blackboard and is used to calculate your final course grade. Do these assignments after reading your chapter and try your best on your first attempt. They are not timed and you can do a little work at a time and then return later. You will get detailed feedback after each question explaining anything you missed, so take notes. Homework assignments are designed to help you study for each chapter and excel on the exams. You may see some of these homework questions again on your unit exams. You may take notes to help you study. If you have a question there is an “ask the instructor” function in your homework.

Lecture Exams are predominantly multiple choice and true/false, but may include short answer questions as well.

Exam 1- Timed, 1 attempt- 60pts

Exam 2- Timed, 1 attempt- 60pts

Exam 3- Timed, 1 attempt- 60pts

Exam 4- Timed, 1 attempt- 60pts

Comprehensive final exam – Timed, 1 attempt – 100 pts

Final Exam: Make yourself a good review and you should do well. The questions on the Final Exam are not exact repeats from the homework as you may have been accustomed to in the past. **The Final Exam can replace a low or missed exam.**

Once you begin a timed assignment or exam you cannot stop the time, so be ready and make sure your internet connection is solid. Do not think you can close out and come back later! Likewise, there will not be time to search for answers. Before beginning the exam, you should study and be familiar with the concepts presented. The test stops when the time ends, regardless of whether all questions have been answered.

Virtual Labs include numerous online lab activities. These are very user friendly, enjoy them, and be sure to watch the tutorial on them. They guide you, so the key is taking your time and following directions! Most are pretty short.

Grading Scale:

A - 90%- 100%

B - 80%- 89%

C - 70%-79%

D - 60%-69%

F – 59% and below

This is a challenging course, but you have an excellent chance of success if you complete all assignments on time and to the best of your ability. Assignments will only be reopened if the Connect system has issues or in extreme and verifiable cases approved on an individual basis, such as an unexpected hospitalization. Basically, if Connect is working, then the web page is good so make sure you have an updated computer and reliable connection to the internet for this course.

System Requirements for Connect and Browser Test: Use this link to check your computer to ensure you have all that you need to run the Connect Learning System

<https://www.mheducation.com/highered/connect/support.html>

Tips/Time: This course will require a significant time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace but do not let due dates approach and assume you can get the work done in a day or two. Your course is set up into 4 units plus the final exam. In a standard unit, you will have 3 chapters to cover, so read and study each (take notes and pay attention to bold terms), complete the homework assignment with each chapter (*recall that some questions in the homework may reappear on your unit exams*), complete the labs for each unit, and the unit exam covering the 3 chapters. Plan a good schedule for when you want to complete each well before the due date.

Course Policies:

Rules for ALL Written Assignments

1. 12 pt type
2. Times New Roman Font
3. Double space
4. Full citation both in the paper and a reference page (APA)
5. 1 in margins

Make-Up Work: Stay well ahead of due dates so when the unexpected occurs, you will be able to submit assessments by the due date. However, if an unanticipated emergency arises and you are unable to submit a MGH lecture assignment as scheduled, email your instructor with documentation and an explanation within 48 hours of the posted due date. At the instructor's discretion and with a 5 percent deduction per day, a student may be given permission to submit MGH homework assignments up to two weeks late. For a face to face course, if permitted, it is the student's responsibility to schedule a makeup exam with the instructor during the instructor's office hours, and within two weeks of the exam. Make up exams may include both multiple choice and essay questions. Online students may submit exams early, but not late. **Online lab activities and online lab exams may not be submitted late.**

Most online assignments are open for you to complete, so work ahead, especially if you anticipate a scheduling conflict. Late work will not be accepted the last week of the semester. Under no circumstances may the final exam be taken late. All lab assignments and most lecture assignments must be completed by using the links provided in Blackboard to enter McGraw Hill's Connect.

Course Communication: Outside of the classroom, email is the preferred method of communication. Always use your PJC email and include your full name and course number with all correspondences. Due to federal student privacy laws, grades cannot be discussed via email. Select the My Grades tab within your course to review your grades. You can expect a reply to your email within 24 hours, Monday - Friday 8:00 am – 3:00 pm.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student.

Class Conduct:

Do not photograph or make a video or audio of the class lectures, labs or your instructor. Turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.* **Your instructor strongly discourages the use of Artificial intelligence (AI).** However, AI tools are permitted in this course. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Warning: AI-generated content is known to falsify information and academic citations, which should be corrected in your completed document. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Class Chapter Schedule

Unit 1

- **Chapter 1 Introduction**

- Chapter 2 The Chemistry of Life
- Chapter 3 Cells
- Unit 1 Case Study (Mandatory Attendance)

Unit 2

- Chapter 4 Cellular Metabolism
- Chapter 5 Tissue
- Chapter 6 Integumentary System
- Unit 2 Case Study (Mandatory Attendance)

Unit 3

- Chapter 7 Muscle System
- Chapter 8 Skeletal System
- Chapter 9 Joints of the Skeletal System
- Unit 3 Case Study (Mandatory Attendance)

Unit 4

- Chapter 10 Nervous System 1
- Chapter 11 Nervous System 2
- Chapter 12 Nervous System 3
- Unit 4 Case Study (Mandatory Attendance)

Final Exam will be due on the Monday of Finals week!

****Dates in the syllabus are subject to change****

Biol 2401.150 Anatomy and Physiology I Fall 2026

Instructor: Kristin Craven
Office: GHS 1611
Phone: 903-453-3665
Email: cravenk@greenvilleisd.com

Meeting Location: GHS 1611
Meeting Days: MTWRF
Meeting Times: MTW 4:10 – 4:40
Mornings/ other days by appointment

Course Description:

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

The lab provides a hands-on learning experience for the exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragonow the campus-wide affordable course materials program. Your book is billed with your tuition; you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Welsh Connect for Hole's Anatomy and Physiology w/Proctorio+ 16e**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below **before the ORD date of Sept 10.**

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation, and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method, and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Requirements and Evaluation:

Unit Exams & Comprehensive Final	35% of course grade
Lab – Virtual and In-Person	35% of course grade
Homework Assignments & Quizzes	30% of course grade

Mid-Term Grades: PJC instructors must enter mid-term grades during the ninth week of the semester. Each student's mid-term grade may be viewed by College personnel with the need to monitor such information as student records, student financial aid, academic advising and counseling, and administrative staff.

Note: Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in, and they do not impact your GPA. They are simply a measurement the student can use to take stock of what may or may not be working. Please meet with your instructor if you are concerned about your midterm grades.

Power of the Final

The Final Exam can replace a missed or low Unit Exam score.

All homework and laboratory assignments will be accepted on the due date. Late work or extensions are not given unless you have a **verifiable and unavoidable** excuse. The last day to drop the course with a grade of W is **November 13, 2025**. If circumstances require you to withdraw from this course, you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Tips/Time: This course will require a significant time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace but please do not let due dates approach and assume you can get the work done in a day or two. Your course is set up into 6 main units and a final exam. You can see when all assignments open and close in MGH Connect but the basic overview is also detailed in this syllabus. In a standard unit, you will have 2 chapters to cover, read and study each (take notes and pay attention to bold terms), complete the homework assignment with each chapter, complete the labs for each unit, and the unit exam covering the 2 chapters. Plan a good schedule for when you want to complete each well before the due date.

Grading Scale:

Points	Letter Grade
900 – 1000	A
800 – 899	B
700 – 799	C
600 – 699	D
0 – 599	F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on September 5, 2026. Completion of this assignment serves as

verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Format

This is an inquiry-based lecture course with materials and content delivered using McGraw-Hill's Connect. Students will complete online virtual labs in McGraw-Hill Connect. Each chapter comes with a SmartBook exercise. Additionally, there are 12 homework assignments, one for each chapter we will study this semester, that also must be completed in the on-line portion of the class. Each of these homework assignments has specific due dates and can be taken three times with the student able to update and correct their answers. There will also be a quiz for each chapter. Students may take the quiz only once.

It is the student's responsibility to keep track of assignments and labs posted in Connect and complete them within the allotted time frame. It is very important that students complete each assignment before they are due as McGraw-Hill will record a zero for any assignment not completed and submitted properly. Keep track of all of your work. Make sure that when you complete an assignment to take a picture with your phone and/or record the grade. We do not want to have any students not rewarded for their diligent work. There will be 4 lecture exams and 1 final exam along with daily work, homework, online virtual labs and quizzes. Lecture exams will include multiple choice, true-false, matching, short answer and essay questions over any materials covered in class or assigned. For in-class exams the student will be expected to bring a #2 pencil. Any announcements will be made through Blackboard, Google Classroom and/or through your PJC email address. Always check your school email as that is the email I am required to use.

Course Policies

I expect every student to come to class prepared to interact with the instructor and other students by listening, discussing, questioning, and taking notes relating to the topic. All students will need a notebook (any type will work for notes) and pens or pencils.

Rules for ALL Written Assignments

1. Use Microsoft Word
2. 12pt Type and Times New Roman Font
3. Double space
4. Full citation both in the paper and a reference page (APA)
5. 1 in margins

Respect your classmates' right to an education.

Give your full attention to the course and anyone speaking to the class as a whole. Avoid creating distractions - do not arrive late, leave during class (unless you have an emergency), pass notes, do any other work, or conduct private conversations during class. Students who persist in these behaviors may be asked to leave the class. Don't bring visitors unless approved by the instructor—no food /or beverages to class. REMEMBER – NO CELL PHONES ARE ALLOWED. No physical violence or threats of physical violence will be tolerated.

Class Attendance:

Class attendance is critical for the successful completion of this course. The **student** must

initiate withdrawals. The last day for a student to withdraw from this course with a grade of “W” is **November 13**. Students absent are still responsible for lecture/lab materials covered during the absence and any required due assignments. Please get in touch with your instructor as soon as possible if you are absent so that you can remain current on the course. Excessive absences will ultimately hinder your success in this course!

College policy requires faculty members to attend each class session and record absences in the college-wide computer system.

Class Conduct:

Please turn off or silence and put away all electronic devices before entering the classroom/laboratory. Every student should be courteous to others and the instructor in lectures and laboratory experiences. I will not tolerate rudeness, disruptive behavior, or sleeping during class. No threats of violence or obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence

(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty

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Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

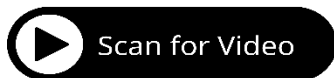
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule

Unit	Lesson	Lecture Assignments	Lab Assignments
1	1	Homework (HW) Chapter (Ch) 1 Introduction	Safety Labs
1	2	- Ch 2: Chemical Basis Homework - Ch 2 Quiz	Metric Labs & Quiz Chemistry Lab
1	3	- Ch 3: Cells Homework - Ch 3 Quiz	Membrane Transport Labs Osmosis and Diffusion Labs
1		Exam 1 (chapter 1, 2, 3)	

2	4	• Ch 4: Cellular Metabolism Homework • Ch. 4 Quiz	Cell Metabolism Labs Enzyme Labs
2	5	• Ch 5: Tissues Homework • Ch. 5 Quiz	Microscopy Labs Histology APR Lab
2	6	• Ch 6: Integumentary System Homework • Ch. 6 Quiz	Integumentary APR Lab
2		Exam 2 (chapter 4, 5, 6)	
3	7	• Ch 7: Skeletal System Homework • Ch. 7 Quiz	APR Bone Lab BONES LAB EXAM
3	8	• Ch 8: Joints of the Skeletal System Homework • Ch. 8 Quiz	
3	9	• HW Ch 9: Muscular System	Muscle Labs MUSCLE LAB EXAM
4	10	• Ch 10: Nervous System I – Basic Structure Homework • Ch. 10 Quiz	Nervous System Labs and APR
4	11	• Ch 11: Nervous System II – Divisions Homework • Ch. 11 Quiz	
4	12	• Ch 12: Nervous System III – Senses Homework • Ch. 12 Quiz	Eye and Vision Labs
4		Exam 4 (chapter 10, 11, 12)	
5	13	Comprehensive final exam	

The syllabus and course schedule are subject to change.

AP Senior English 2322.730 — Senior English
Fall 2026

Instructor: Brittany Figueroa

Room: 2009

E-mail: figueroab@greenvilleisd.com

Tutoring: Monday, Wednesday, Thursday, Friday 4:10–4:40 p.m.

Course Description

Dual Credit English IV is designed for students to complete senior-level high school English. Dual Credit English IV is designed for students to develop and strengthen their skills in language arts, both as a reader and a writer.

This class will be a survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Students will also strengthen writing skills by producing carefully crafted projects and research papers. Traditionally, English IV focuses on British literature; however, other texts may be explored. The coursework is designed to help students master both the TEKS/ELA Standards and College and Career Readiness Standards.

Completion Requirements

- Final Score of 70 or above in the class
 - TSI Requirement: Reading, 340+; Writing, 4 or above
-

Course Goals and Objectives

The general course goals of Senior English IV are to focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. This course involves the exploration of ideas that encourage aesthetic and intellectual creation in order to understand the human condition across cultures.

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively.

Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Student Learning Outcomes — Core Curriculum Level

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. Demonstrate Communication Skills—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.

3. Demonstrate Teamwork—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes — English Program Level

1. Students will be able to identify, arrange, and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes

1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

Course Policies

Essay Assignments

All essays/writing assignments should be submitted by the beginning of the class in which the assignment is due. Submit as a Word or Google Doc attachment.

Students will be required to complete reading assignments, participate in class group discussions, write research papers over assigned topics, present oral research projects as part of an assigned group, and perform satisfactorily on daily assignments/products.

Students will take exams concerned with ideas presented by literature, techniques discovered in the literature, biographical information on authors, and historical perspective.

Class Attendance

Class attendance is critical for the successful completion of this course.

Students are responsible for notes and assignments missed.

Please keep in mind that these make-up policies apply to extracurricular absences as well. You are not penalized for an extracurricular absence.

Peer Review Assignments

There will be an in-class peer review exercise for each assigned essay. These scheduled peer review exercises count as quiz grades.

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom.

No obscene/vulgar language will be permitted in the classroom.

Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity.

Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work.

A research paper submitted without a Works Cited page in MLA format and/or without parenthetical citations constitutes plagiarism and will be subject to the above consequences. The paper grade will be a zero.

Note: The contents of this syllabus/calendar are subject to change.

GHS Classroom Procedures

Cell Phones

Cell phones are not allowed to be in sight without specific connection to an assignment as permitted by your teacher.

Absences

It is your responsibility to find out what you missed after an absence. Please contact a classmate or teacher to overcome missing work from absences.

Daily Objectives

Daily objectives and expectations will be in Google Classroom. Some work will be done through Google Classwork. Other assignments will be on paper or in your notebook.

Make-Up Work

All make-up work must be completed within 2 days of returning to school unless you have personally obtained an extension from me.

Late Work

All late work may be subject to a point deduction, especially if it is habitual.

Starting & Finishing Class

With rare exceptions, you will have an assignment on the board when class begins. Please begin this assignment at the beginning of class without a reminder to do so.

At the end of class, I will dismiss you. Please do not start gathering your belongings until instructed to do so.

Cheating

I believe that your ideas are important—use them. If you borrow from others, document appropriately. Avoid plagiarism.

Cheating carries an automatic zero.

Grading Policy

Grades for each grading period will be calculated according to the following percentages:

- Essays and Projects: 70%
- Peer Reviews and Daily Assignments: 30%

Required Text and Assignments

Greenblatt, Stephen, ed. et al. *The Norton Anthology of English Literature: Major Authors*, 9th ed. New York: Norton, 2013. ISBN#: 978-0-393-91963-9.

Assignments

- Research projects utilizing 2021 MLA documentation and applying the assessment rubric
- Oral Presentations
- Novel Selections
- Daily Assignments

First 9 Weeks

August 17 – October 16, 2026

Reading/Writing with an Analytical Perspective and The Middle Ages and 14th Century British Literature

Standards of Focus

- Language Usage: Vocabulary / Literary Conventions
- Reading and Analyzing Literature
- Reading and Analyzing Informational Text
- Speaking & Listening
- Writing in Response — 2 essays will be due this 9 weeks

Assignments

- Focused Notes
- Various Content Related Assignments
- Research Paper/Process (MLA 2021): Six Elements of the Epic/student choice of literary epic tales
- Grammar & conventions practice through daily Bell Ringers

Literature

The Great Greeks: Socrates, Plato, Aristotle, Euripides

- Various early world literature pieces
- Literature, Poetry
- “The Dream of the Rood”
- Epic Qualities: “Beowulf” / Movie
- “Sir Gawain and the Green Knight”
- Dante’s *Inferno*

Second 9 Weeks

October 19 – December 17, 2026

Reading/Writing with an Analytical Perspective and the 15th through the 18th Centuries British Literature

Standards of Focus

- Language: Vocabulary and Conventions
- Reading and Analyzing Literature
- Reading Informational
- Speaking & Listening
- Argumentative Strategies and Research Methods (MLA 2021)

Assignments

- Argumentative Essay (MLA 2021)
- Critical Evaluation Essay (MLA 2021)
- Various assignments related to the literature
- Collaborative work on selected pieces
- Grammar & conventions practice through daily Bell Ringers

Literature

- *Frankenstein*
- Selected works
- Chaucer — “Canterbury Tales” (The Knight — movie clips)
- Fabliau — “The General Prologue”
- “The Miller”
- “The Wife of Bath”
- “Legend of King Arthur” — notes
- Shakespeare's *Othello* — the play
- Swift — *Gulliver's Travels*

Composition I
English 1301.79A0
Fall 2026

Instructor: Melissa Arnold
Office: NLHS / Room 107
Phone: 903-737-2011
Email: Blackboard Email (preferred)
marnold@parisjc.edu
marnold@northlamar.net
Office Hours:
Tuesday, 10:30 a.m. – 11:21 a.m.
Wednesday, 10:30 a.m. – 11:21 a.m.

Meeting Location: North Lamar High School
Meeting Days: Tuesday through Friday
Meeting Times: 1st, 2nd, and 3rd

Course Description

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Three credit hours. Prerequisite(s): IRWS0302 with a grade of C or above or placement by department (based on admission information). TSI Requirement: Reading 341 and Writing 4

Required Course Materials

Kirsznner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Bedford/St. Martin's, 2024. ISBN: 9781319532345.

The digital copy of the required textbook will be available through the online part of the class, which is called Blackboard. This means that textbook fees will be incorporated into students' tuition and fees payment, and the student will have access to the required textbook on the first day of class. The digital copy of the required textbook will be available through the online part of the class, which is called Blackboard. This means that textbook fees will be incorporated into students' tuition and fees payment, and the student will have access to the required textbook on the first day of class.

All the required course materials for your classes are being delivered through Dragon Now, which is the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase. For this course, we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual Bookshelf.

If you wish to opt-out of this program, please follow the steps below by:
Fall Main Term: 09/11/2026

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Additional Resources

Holt McDougal Literature: American Literature. Houghton Mifflin. 2010. (Note: This book will be provided by North Lamar High School.)

Novel: *Of Mice and Men* by Steinbeck, John. Penguin Books: Publication date. September 1, 1993: ISBN: 978-0140177398 (The North Lamar High School library will have copies of the novel, too.)

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication and Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical and Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities and Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal and Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Course Goals and Objectives

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives:

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate *Critical Thinking Skills*—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate *Communications Skills*—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate *Team Work*—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate *Personal Responsibility*—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to an audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluation

Students are encouraged to monitor grades on the Blackboard *My Grades* module and notify the instructor of missing grade. More importantly, it is the student's responsibility to monitor the grades and the average throughout the semester.

Grading Policy

Formative Assessments – Daily Grades - (25%)

- Daily exercises, various quizzes, and class productivity and participation– Daily grades
- Prewriting activities for major essays and short answer responses (Brainstorm/Free-write/Journal) – One daily grade each essay
- Homework assignments
- Typed or cursive outlines for major essays – Two daily grades each essay
- Completed and typed rough drafts for major essays – Three daily grades each essay
- Sources (annotated) for the research paper – Each source is a daily grade
- Peer-editing Workshops – Daily Grades

Summative Assessments – Test Grades – (55%)

- 3 - Major Essays - Each final draft of the essays will count as **two** test grades each.
- 1 – Documented Argumentative Essay (Research Paper) – The research paper will count as **four** test grades
- 1 - Final Essay – This exam will count as **four** test grades.
- Novel Exams – These exams will count as **two** test grades each.

ENGL 1301 Labs

Lab Average – (20%)

- The average of the required labs will count as twenty percent of the total average for the final grade.
- ENGL 1301 Labs (Online): Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will NOT be reopened under ANY circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours.

Important Note:

***You CANNOT pass this course if you do not submit ALL essays. Successful completion of ALL five essays is REQUIRED.**

Essay Assignments:

All essays/writing assignments should be submitted no later than the due date. Submit as a Word or as a PDF. Do not submit essays via email; they MUST be submitted in Blackboard.

An essay/writing assignment must meet the minimum length requirement before I will grade it (a score of zero will be assigned). Assignments that do not meet the length requirement are not considered as valid submissions and will likely receive a grade of zero. A minimum of fifteen points will be deducted for an essay that is close to the required length, yet does not quite meet it.

Required Activity

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

Students are expected to complete coursework honestly, using their own intellects and resources as allowable by the course instructor. All essays must be typed following the MLA format (12-point font, Times New Roman), and the essays will not be accepted in any other form. You can reference the Purdue OWL for further assistance in this regard.

Side note: Most (if not all) of the assignments for my class represent social issues, real-world situations, and personal experiences because I strive to make this class relevant to real-life experiences. Some of the material may "hit a nerve," but my goal in this class is to allow critical thinking and critical problem-solving skills to surface. Also, contents of this syllabus are subject to change, and **pop quizzes will be given over all reading assignments that are assigned.**

Student Signature _____

Parent/Guardian Signature _____

Grading Rubric

Grading Rubric: Letter Grade Description: For Written Papers and Essay Exams: The "A" Essay: An "A" essay is error free or nearly so in grammar. It addresses the topic directly and in detail. It provides very good, clear examples and illustrations. It provides enough elaboration to cover the topic and does so in an easy-to-read manner without straying from the topic. It uses proper MLA documentation and a works cited if required.

Grading Rubric: Letter Grade Description: The "B" Essay: The "B" essay response is well written and contains few grammar problems. It addresses the topic adequately and provides some illustrations or examples. It provides a good level of detail, but not as much as the "A" paper. It may stray a little from the topic, but is generally on track. It provides MLA documentation and a works cited if required, but it may need some minor amendment.

Grading Rubric: Letter Grade Description: The "C" Essay: The "C" essay likely contains some substantial grammar problems, and it does not have the level of detail desired for an essay response. It may provide something in the way of illustration or example, but not as much as needed or the examples used may not be so good. It may stray from the topic or not address it as directly as desired. MLA documentation and a bibliography may be present if required, but the documentation and works cited may be in need of substantial revision.

Grading Rubric: Letter Grade Description: The "D" Essay: The "D" essay likely has substantial grammar problems or it is simply inadequate in length or detail. It lacks substance and often strays from the topic or does not address it very well. It may contain some information that is on track, but it is marred by grammar problems or suffers from a lack of development. Inadequate documentation appears if required, and the works cited needs substantial work.

Grading Rubric: Letter Grade Description: The "F" Essay: The "F" essay likely does not address the topic or is severely hampered by grammar problems. It lacks development and simply does not provide an adequate response at the college level. It lacks adequate documentation and the works cited, if present, does not follow MLA style.

Grading Rubric: Letter Grade Description: The "0" Essay: The "0" essay is a copy and paste essay or one that is otherwise plagiarized or not original to the student enrolled in the course. Don't even think about it. You will not only get a "0" for this paper, but you may fail the course as well.

90-100=A 89-80=B 79-70=C 69-60=D 59-0=F

Disclaimer

The instructor of ENGL 1301 reserves the right to make modifications in content, schedule, and policies as necessary to promote the best education possible within prevailing conditions of the course/semester.

Nature of the Course

This is a face-to-face/online course; therefore, you are expected to come to class every day. However, there is online component to the class, which is located on the **Blackboard site:** www.parisjc.edu; Click on *Online and Internet Courses*; click on Blackboard link; sign in with your PJC student ID and date of birth (8 digits). Check internal email (Bb/email/messages in Blackboard) at least once per day. Watch for **ANNOUNCEMENTS** when you sign in to Blackboard.

Communication

Use the email messaging system in Blackboard for communication. I can find your message in Bb and keep it organized. Students are welcome to come by my classroom, and PJC instructors strive to be prompt in returning emails. Therefore, if an email is sent Tuesday through Friday, you may expect a response within twenty-four hours. However, if an email is sent after school on Friday through Monday, you should expect an answer on Tuesday.

Official Report Date (ORD) and Participation: The Texas Higher Education Coordinating Board (THECB) requires that online students show active participation in the course prior to the Office Report Date (ORD) or they are to be dropped from the course on the ORD. In order to remain enrolled in this course, *students must actively participate* in the course. For the **Fall 2026** semester, the ORD is September 9; however, *students must submit the Syllabus Quiz in class on August 27 to retain enrollment in the course*. Failure to complete this quiz by the due date may result in dropping from the course before the Official Report Date (ORD).

Last Date to Withdraw: November 12, 2026, is the last date to drop the course and receive an automatic “W.” A withdrawal request is the student’s responsibility.

Tardy

You are expected to arrive to class on time. Important note: quizzes will be spot-quizzes; that is, they will not be announced in advance, and they will be administered at the **beginning** of each class. If you are late to class and if a quiz is in progress, you will not be allowed to make-up the quiz. Please make every effort to be on time, and feel free to contact me if you are having trouble with the assigned readings. NOTE: For each tardy, ten points will be deducted from the “Class Participation” grade, which will be a test grade added at the end of the semester.

Leaving Class Early

Since this is a college class, you are expected to stay for the entirety of the class. If you leave early without prior arrangements, ten points will be deducted from your participation grade.

Electronic Devices and Messaging

For face-to-face classes, all electronic devices must be turned off, including Smart watches. They should be OUT OF SIGHT—NOT ON YOUR TABLE OR DESK. If you need a laptop for class, I will let you know.

***You CANNOT pass this course if you do not submit all of the required essays. Successful completion of all five essays is REQUIRED ***

- **Major Writing Assignments** – Most essays are written as in-class essays and outside of class. These papers are self-edited and peer-edited before students type the final copies. Students will compose **at least one essay from each** of the following categories: narrative essay, descriptive essay, process essay, compare/contrast essay, an analytical essay, argumentative essays, and a documented argumentative essay, which is also known as the research paper. Students must submit all revised and edited copies with the final copy. There will also be novel exam essays, which will predominately be analytical or argumentative in nature. Furthermore, summative tests in various formats will be given to assess competency on rhetorical strategies and techniques and their function in certain passages. Essay Format: We will use MLA style on papers that analyze literature, and we will use the MLA style for all essays in this course. Format all essays accordingly. These styles also addressed in the texts. Please consult them. Files submitted in Bb should be in Word or pdf format. Some writing will be required during class for f-2-f classes. Please write so that I can read it. If I cannot read it, it must be wrong and will be graded accordingly. It is the responsibility of the student to submit work in an acceptable format. If you do not have *Microsoft Word*, please go to the following address to retrieve information on how to get a **free** version of *Word*, *but you must have a school email to receive the free version for students*. [Office 365 Education](#) At the end of the semester, a final exam will be given and is required; **failure to complete the final exam for PJC credit (unless exempt) and the documented argumentative essay will result in failure for the course. No exceptions.**

All essays/writing assignments must be submitted by the due date. Submit as a Word or as a PDF. Do not submit essays via email.

- **Quizzes** - Quizzes will be spot-quizzes; that is, they will not be announced in advance, and they will be administered at the **beginning** of each class. If you are late to class and if a quiz is in progress, you will not be allowed to make-up the quiz. Quizzes are used primarily for reading and basic understanding of a text, including but not limited to novel

reading assignments and short story reading assignments. They are NOT designed to make subtle distinctions between degrees of understanding. Instead, they are designed to make sure students keep up with the reading and to make sure that students have a good comprehension of detail. Please make every effort to be on time, and feel free to contact me if you are having trouble with the assigned readings. A tardy will have an adverse effect on the participation grade. If an absence is prearranged, which will include E days, quizzes and tests may be taken **in advance**. Daily assignments include but are not limited to the following: quizzes, notes, homework, journals assignments, annotation of texts, and individual steps that lead to a larger project, such as proposals, research, drafts, and edits for major essays.

- **Participation** - In order to learn, a student must be in class and participate in class. Therefore, there are a few stipulations regarding my definition of participation. Also, in-class discussions engage all students, so please make sure to stay involved in class activities and discussions.
 - **In-class Participation** is required. I am aware, of course, that some people enjoy talking more than others do, but students who never talk in class should expect to be called upon. Also, the reverse is true for the “talkers.” I strive to have all students engaged in the class discussions. Since **part of your grade is based on participation**, communication is essential in this class.
 - **Socratic Seminar Participation** – Periodically, we will conduct Socratic Seminars in order to discuss our novels. Each student will be graded on the quality of the comments and discussion. Therefore, please remember to actually mention the book and specific page numbers during the discussions. If a student fails to mention details from the book, then the final discussion grade will reflect the lack of depth to the discussion.
- **Major Tests** – Major tests will include novels tests and comprehension tests over various concepts taught throughout the semester.
- **Peer Review Assignments:**
There will be an in-class peer review exercise for each assigned essay. These scheduled peer-review exercises count as daily grades and attendance **is expected** on these days. **It is especially important that you are not tardy on these class days.** Please be on time.
- **Labs** – Each student is responsible for completing all lab exercises on PJC’s Blackboard. The labs are located in this class’s Blackboard, and you will need to plan to complete **at least** one or more labs per week by their due dates.
- **Final Exam** – The final exam will be an in-class essay. The type of essay will be announced as the semester progresses.

*PJC’s English Department’s Final Exam Exemptions Policy:

- students with four or fewer absences **AND** an essay average of 80 or higher may be exempted from the final exam;
- remaining students will write a fifth essay at the time of the final
- the fifth essay grade will count as the final exam grade;
- averages for exempted students will not include a final exam grade
- the exemption is not mandatory; students may choose to write the fifth essay

Attendance

Face-to-Face Students

For success in a college class, attendance is essential. However, sometimes other courses or extra-curricular activities demand that you miss this class. In order for your absence to be excused, the coach or sponsor will need to notify me that you will be missing class for a school-sanctioned activity. Even though your absence is excused, you are not excused from course work. If you require extended time for an activity because of a school-sanctioned absence, please have your

coach/sponsor let me know in the notification. Students are responsible for all notes and assignments that are missed, and all deadlines are in the Blackboard schedule well-ahead of the due date; therefore, absolutely no late work will be accepted! Note: The only exception to the “No Late Work” rule is in the event of a catastrophic life event. FYI: Internet failures, computer failures, and procrastination issues do not warrant a catastrophic life event. If a true, catastrophic life event occurs, please contact me immediately through email. If you need a definition of a catastrophic life event, please see me during my office hours.

Students are responsible for all notes and assignments that are missed, and absolutely no late work will be accepted unless the absence is a school-sanctioned event or a catastrophic life event! However, if a student is absent due to one of the aforementioned reasons on the day an assignment is due, the student is expected to have the assignment turned in, notes copied, and quizzes *taken before the next class period*. No exceptions!! However, if a student misses a due date for an assignment due to a catastrophic life event, the student is expected to contact me as soon as possible.

Student Signature: _____

Assignment Due Dates

Assignments are due on the date shown on the syllabus or in the corresponding tabs in Blackboard. **Late** means that an assignment was not submitted in class or via Blackboard by the appropriate date and designated time. There are no exceptions for technical difficulties like computer glitches, Internet went down, explosions, etc. except when the college’s Blackboard or web system has gone down. At that point, the instructor will reset the due date. **Due dates for various lessons are located on the syllabus.**

Office Hours:

My office hours are written on page one of this syllabus, so if you ever need extra help, please come by my classroom. If you need to schedule a time for extra tutoring, just email me, and we can make an appointment.

Disruptive Behavior:

An open and friendly classroom environment with discussion on the related topics is desired; however, sometimes it does become necessary to remind ourselves of our reason for meeting and the work to be completed. If a student is disruptive to the point of interfering with the learning of other students or fails to treat the instructor and other members of the class with civility and respect, the student may be asked to leave the classroom; the student will need to meet with the instructor or other college officials before being allowed back into the classroom. Repeated requests to leave, refusal to leave the classroom when asked, or severe disturbance may lead to withdrawal from the course.

Technical Difficulties:

Computer access is available at the following PJC locations. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

- A. Paris
 - 1. The Learning Center (Check availability)
 - 2. AS 150
 - 3. The Writing Center (Check availability)
- B. Greenville Center Library

Technical Difficulties: Computer access is available at the following PJC locations. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline. Paris Campus (The Learning Center and AS150), Greenville Center Library, and Sulphur Springs Center Library

Basic Computer Requirements: As a general rule, a computer manufactured within the last five years is adequate. In addition to the basic system requirements, some courses may also require flash drive, web cam, common application software such as (Word, PowerPoint, Excel), and specialized software.

INSTRUCTIONAL RESOURCES

The Paris Junior College Calendar and Student Handbook is available in print or online at <http://www.parisjc.edu/downloads/student-handbook.pdf>. Every student should make sure to look over a copy of the handbook and to refer to it if situations arise during the semester. The calendar section contains vital deadlines and other events on campus.

The Writing Lab is a unique setting on the Paris campus in which students can work on writing assignments for any class. Computers are available for student educational use. Tutors are available to assist students with all phases of the writing process. This free service is available to any PJC student, and it is available in AD 125.

Paris Junior College Library: The library at Paris Junior College has a selection of materials as well as access to numerous databases. The library also has computer and staff available for coursework. Online resources and assistance are also available. Check the Library website (under Informative on the home page) for library hours and for information on all campuses.

The Virtual Reference Desk is available after the library closes from the access point on the left side of each library Web page (parisjc.edu; click on Quick Links link and then click on Library Services). Reference librarians are available online to help you with your research questions. Our Bboard course will also have an embedded librarian who will contact you (and you may contact him) via Bboard email messages.

Note: The contents of this syllabus are subject to change. Also, unless otherwise noted, all reading assignments are to be finished before each class period, and every essay must follow MLA guidelines. All quizzes are unannounced.

Class Attendance

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is Thursday, **November 12, 2026**.

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory/discussions. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty and AI (Artificial Intelligence) Policy

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. By registering and taking this course, the officially enrolled student declares that he/she will be the author of ALL work submitted for the course. Allowing another individual or AI to complete assignments or copying work from the Internet constitutes fraud and academic dishonesty. Should such behavior come to the attention of the instructor, the instructor will discuss the situation with the student and discipline, up to and including removal from the course with a grade of *F*, will be determined. Failure to utilize MLA parenthetical documentation for sources (including borrowing/using information without giving credit to the source) will constitute plagiarism. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college. Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

In accordance with the institution’s Academic Honesty policy, each student commits to being the

sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

If AI is suspected, it is incumbent upon the student to prove innocence. Students may be asked to produce essays under proctored monitoring in the PJC Testing Center if the essay in question is subject to authentication. Failure to do so will result in a 0 score and removal from the course.

Plagiarism:

Plagiarism is the use of another's words or ideas without proper citation, and it can take various forms:

- Copying another's work verbatim without proper citation
- Copying another's work and changing a few words without proper citation
- Presenting another's original ideas as one's own, even if entirely paraphrased

Note: Whether the individual intentionally or unintentionally plagiarized, it does not matter. In other words, if any assignment of yours exhibits the qualities of plagiarism, you have plagiarized whether or not you intended to do so. Pleading your case with the "I forgot to put in the footnote"; "I didn't know I was supposed to cite that author"; "I don't understand MLA format"; or "I didn't write the paper; my mom did" excuses does not constitute honesty in a college level class. For your success in this class, please read the "Academic Integrity" and the "Avoiding Plagiarism" handouts that are available on Blackboard for more detailed information concerning academic honesty. By signing your name, you agree to be the author of your own work, and you acknowledge that you understand the consequences of academic dishonesty.

A research paper submitted without a works cited page (in *MLA* format) and/or without parenthetical citations constitutes plagiarism and will be subject to the above consequences. The paper grade will be a zero.

Complaint Procedures

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>.

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access.

Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination Clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable. This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023. If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.

Note: The contents of this syllabus are subject to change. Also, unless otherwise noted, all reading assignments are to be finished before each class period, and every essay must follow MLA guidelines. All quizzes are unannounced.

Course Schedule

Unit One – Reading, Writing, and Annotating – One Week

- Aug. 4** Read and annotate this syllabus. There will be a test over the syllabus on **August 27**, so please take this time to read AND to annotate the entire syllabus. By the way, if you have never heard of the word “syllabus,” it is the course information and list of assignments, which is what you are reading at this moment. The required textbook will be available on August 24 through the online part of this class, which is Blackboard. Please see page one of the syllabus for the names of the books for the class. **Note: The novel for the class will not be available on Blackboard; it can be purchased through Amazon, and it can be checked out from the North Lamar High School library.** If you finish reading and annotating the syllabus before class is over, please begin the cursive practice for August 5.
- Aug. 5** Cursive Practice A-G (A grade will be taken over each cursive assignment.)
- Aug. 6** Cursive Practice H-Z (A grade will be taken over each cursive assignment.)
- Aug. 7** Read AND annotate the handouts entitled “Reading to Write: Becoming a Critical Reader,” “Cutting and Pasting: A Senior Thesis by (Insert Name)” and “The YouTube Effect.” Then, you will need to copy the first two paragraphs of “The YouTube Effect” in cursive on notebook paper. The cursive practice pages, the annotations over the assigned readings, and “The YouTube Effect” assignment are due at the beginning of the class on August 11.

Unit Two – Narrative Reading and The Writing Process – Two Weeks

- Aug. 11** **Begin Narrative Reading and Writing** - Chapter 6 (*Patterns* 99-104) Read and annotate 99-104; Read, annotate, and complete the questions over the narrative entitled “Surrendering” (*Handout*) (This assignment is due at the beginning of class on August 12.)
- Aug. 12** Continue **Narrative Reading and Writing**: Read, annotate, and complete the questions over the narrative entitled “Indian Education” (*Handout*) (This assignment is due at the end of class on August 13.)
- Aug. 13** Continue **Narrative Reading and Writing**: Read, annotate, and complete the questions over the narrative entitled “Indian Education” (*Handout*) (This assignment is due at the end of class on August 13.)
- Aug. 14** Begin the **Writing Process** and Arnold’s Writing Packet
- Aug. 18** Continue the **Writing Process** and Arnold’s Writing Packet
- Aug. 19** Conclude the **Writing Process** and Arnold’s Writing Packet
- Aug. 20** Continue **Narrative Reading and Writing**: Begin reading and annotating the narrative entitled “Distillation” (*Handout*) (This assignment is due at the end of class on August 21.)
- Aug. 21** Continue **Narrative Reading and Writing**: Continue reading and annotating (if necessary) the narrative entitled “Distillation,” and then, please complete the assignment over this narrative, which is due at the end of class on August 21.

Unit Three – The Writing Process and Narrative Writing – Three Weeks

- Aug. 25** **PJC Officially Begins:** Blackboard tutorial, lab tutorial, and the **Writing Process quiz** and the **Thesis Statement** quiz
- Aug. 26** **Continue Narrative Reading and Writing:** Assign narrative essay writing assignment; begin revising a sample student narrative essay; student sample outline
- Aug. 27** **Syllabus Quiz (timed);** Brainstorm a topic, develop a thesis, and begin a handwritten outline for the narrative essay
- Aug 28** Continue **Narrative Writing** - Continue the handwritten outline for the narrative essay
- Aug. 31** **(Monday) Complete LAB ONE no later than 11:59 p.m. on Blackboard**
- Sept. 1** Continue **Narrative Writing** – Continue the handwritten outline for the narrative essay (Please make sure that the narrative is telling only ONE story. Ask this question to make sure ... Does my essay have a conflict, complications, climax, and a resolution? If not, then it is not a narrative. Please think back to the narratives you have read over the past few weeks. They all have a climax and a resolution.)
- Sept. 2** Introduce John Steinbeck's novel entitled *Of Mice and Men* (Bring the novel to class for a book grade.)
- Sept. 3** Continue **Narrative Writing** – *MLA* format tutorial; Begin typing the narrative essay.
- Sept. 4** Work on narrative essay typed draft
- Sept. 7** **(Monday) Labor Day; Complete LAB TWO no later than 11:59 p.m. on Blackboard**
- Sept. 8** **Narrative Essay Rough Draft Is Due (Typed/ *MLA* format) at the beginning of class (**PRINT hard copy for peer-review BEFORE class begins**) - Beware of being tardy; **Peer-Review Writer's Workshop Day 1** / Pick a partner before class begins. Also, please be sure to bring the handwritten outline and the prewriting strategies to class; **NOTE: The typed essay MUST match the handwritten outline.****
- Sept. 9** **Narrative Essay Peer-Review Writer's Workshop Day Two**; Continue to work with your partner from the previous day; Also, please be sure to bring the handwritten outline and the prewriting strategies to class
- Sept. 10** Complete the peer-editing of the narrative essay; begin revising the narrative essay; Blackboard tutorial
- Sept. 11** **Homecoming!!** (Work on the labs or on the narrative essay)
- Sept. 14** **(Monday) Narrative Final Draft (*MLA* format) must be uploaded to Blackboard no later than 11:59 p.m. in Blackboard.** The essay must be typed, and it must match the handwritten outline. Review the video on how to upload an essay into Blackboard if you need a refresher; **Complete LAB THREE no later than 11:59 p.m., on Blackboard**

Unit Four– Descriptive Reading and Writing – Three Weeks

- Sept. 15** Begin **Descriptive Writing** (*Patterns* Chapter 7 147-199) Bring the peer-edited and typed Narrative rough draft, outline, and prewrites to class.

- Sept. 16 Continue **Descriptive Writing** – Analyze the photograph on page 167 in *Patterns* and on notebook paper, answer questions 1, 2, and 3 **BEFORE** class begins; Analyze the subjective and objective details in three music videos; Assign descriptive essay (Topic will be given in class.)
- Sept. 17 Continue **Descriptive Writing** Read and take notes **IN** class “The Ways We Lie” (*Patterns* 473-480)
- Sept. 18 Continue reading and taking notes over “The Ways We Lie” (*Patterns* 473-480). The notes are due at the end of class today’s class.
- Sept. 21 **(Monday) Complete LAB FOUR no later than 11:59 p.m. on Blackboard**
- Sept. 22 Continue **Descriptive Writing** – Continue analyzing the subjective and objective details in three music videos; figurative language lecture
- Sept. 23 How to Add Quotes that Are Not Dumped; write a collaborative open-ended response
- Sept. 24 ***Of Mice and Men* novel test – Chapters One, Two, and Three** (Open-ended responses) – Bring novel to class.
- Sept. 25 Continue **Descriptive Writing** – Brainstorm a topic, develop a thesis, and start a handwritten outline
- Sept. 28 **(Monday) Complete LAB FIVE (no later than 11:59 p.m., in Blackboard**
- Sept. 29 Continue **Descriptive Writing**; Continue the handwritten outline for the descriptive essay
- Sept. 30 Continue **Descriptive Writing** – Complete the handwritten outline (by the end of class); please make sure that the essay shows the significance of the description.
- Oct. 1 Continue **Descriptive Writing** - Begin typing the descriptive essay in the *MLA* format.
- Oct. 2 Continue **Descriptive Writing**; Work on the descriptive essay.
- Oct. 5 **(Monday) Complete LAB SIX no later than 11:59 p.m. in Blackboard**
- Oct. 6 **Descriptive Essay Rough Draft Due (Typed *MLA* format) at the beginning of class (bring hard copy for peer-review) – Day One of Peer-review; Beware of being tardy; Pick a partner before class begins. Also, please be sure to bring the outline and the prewriting strategies to class;**
- Oct. 7 **Descriptive Essay Peer-Review Writer’s Workshop Day Two;** Continue to work with your partner from the previous day; Also, please be sure to bring the handwritten outline and the prewriting; review Socratic Seminar guidelines
- Oct. 8 Complete the peer-editing of the process essay; begin revising the process essay
- Oct. 9 Continue the revisions of the process essay (Remember: the final draft must match the handwritten outline.)
- Oct. 12 **(Monday) Process Essay Final Draft (*MLA* format) must be uploaded to Blackboard no later than 11:59 p.m. The essay must be typed, and the essay must match the handwritten outline; **Complete LAB SEVEN (no later than 11:59 p.m. in Blackboard)****

Unit Five– Compare and Contrast Reading and Writing – Three Weeks

- Oct. 13 *Of Mice and Men* novel test (Socratic Seminar over chapters one, two, three, **and four**) (Write five higher-level thinking questions.); Bring the peer-edited and typed process essay rough draft, outline, and prewrites to class.
- Oct. 14 **Begin Compare and Contrast Writing (Patterns) Chapter 11** (371-390); Read **BEFORE** class “Fake Meat vs. Real Meat” (*Patterns* 400-403); Assign Compare/Contrast topic; show examples of compare and contrast writing
- Oct. 15 **Continue Compare and Contrast Writing**; Begin brainstorming and organizing with a Venn Diagram or a Double T-chart; work on Venn diagram/Double T-chart
- Oct. 16 **Continue Compare and Contrast Writing**; Begin brainstorming and organizing with a Venn Diagram or a Double T-chart; work on Venn diagram/Double T-chart; **PJC Midterm Grades are due**
- Oct. 19 (Monday) Complete **LABS EIGHT and NINE** no later than 11:59 p.m., on Blackboard
- Oct. 20 *Of Mice and Men* novel test, (Socratic Seminar over chapters **five and six**) (Write five higher-level thinking questions)
- Oct. 21 **Continue Compare and Contrast Writing**; How to construct a formal outline for the compare/contrast; continue brainstorming and organizing with a Venn Diagram or a Double T-chart; work on outline in class
- Oct. 22 **Continue Compare and Contrast Writing**; Work on formal outline in class
- Oct. 23 **Continue Compare and Contrast Writing**; Work on formal outline in class
- Oct. 26 (Monday) Complete **LAB TEN** no later than 11:59 p.m., on Blackboard
- Oct. 27 **Compare and Contrast formal outline (typed) due** at the **beginning** of class. Bring a printed, typed hard copy of the outline to class for instructor’s review and comments; Beware of being tardy; Work on compare/contrast essay in class. Outline is worth two test grades;
- Oct. 28 Work on Compare and Contrast essay in class; How to Create a Works Cited Page
- Oct. 29 Work on Compare and Contrast essay in class
- Oct. 30 Work on Compare and Contrast essay in class
- Nov. 2 (Monday) **Compare/Contrast Final Draft Due By 11:59 p.m. on Blackboard; Complete LABS ELEVEN and TWELVE** no later than 11:59 p.m. on Blackboard

Unit Six – Documented Argumentative Writing (Research Paper) – Five Weeks

- Nov. 3 **Begin Argumentative Writing (Patterns) – Chapter 14** (533-560); Research Handouts; Databases and Sources; **Assign Argumentative Documented Essay (AKA the Research Paper)**; For extra credit, bring a typed and Peer-edited rough draft for Compare/Contrast (peer-edit markings must be visible to receive credit, and the peer-editor’s name must be written on the essay.)
- Nov. 4 **Continue Argumentative Writing (Patterns) – Chapter 14**; Learn how to use the PJC library databases in class

- Nov. 5** Choose a topic of debate from the PJC databases for the required sources for the research paper; NOTE: If a topic in this debate section disturbs you, please feel free to skip that topic and then proceed to another topic of debate.
- Nov. 6** Continue researching topics.
- Nov. 9** (Monday) Complete LABS THIRTEEN and FOURTEEN no later than 11:59 p.m. on Blackboard
- Nov. 10** Continue **Argumentative Writing** (*Patterns*) - Avoiding plagiarism; parenthetical documentation and Works Cited page;
- Nov. 11** Continue **Argumentative Writing** (*Patterns*); Parenthetical documentation practice
- Nov. 12** Last date to drop with a "W"; continue to work on the research paper (Parenthetical documentation practice)
- Nov. 13** Continue **Argumentative Writing** (*Patterns*) – Continue to work on the research paper
- Nov. 16** (Monday) Complete LAB FIFTEEN no later than 11:59 p.m. on Blackboard
- Nov. 17** Documented Argumentative Essay Complete Rough Draft Due (Typed *MLA* format) for Peer Review Day 1; Also, bring the four annotated sources, the outline, and the prewrite activities
- Nov. 18** Peer Review Day 2; Continue working with your partner; Also, bring the four annotated sources, the outline, and the prewrite activities
- Nov. 19** If needed, complete the peer-editing workshop with your partners.
- Nov. 20** Revise Documented Argumentative essay in class
- Nov. 23-27** Thanksgiving Break
- Nov. 30** (Monday) Complete LAB SIXTEEN no later than 11:59 p.m., in Blackboard
- Dec. 1** Documented Argumentative Essay Complete Rough Draft Due (Typed *MLA* format) for Peer Review Day 1; Also, bring the four annotated sources, the outline, and the prewrite activities
- Dec. 2** Peer Review Day 2; Continue working with your partner; Also, bring the four annotated sources, the outline, and the prewrite activities
- Dec. 3** If needed, complete the peer-editing workshop with your partners.
- Dec. 4** Documented Argumentative (Research Paper/*MLA* Format) Final Draft is due and must be uploaded to Blackboard no later than 11:59 p.m.; please make sure to bring the peer-edited rough draft, the outline, the annotated sources, and the prewrites to class.
- PJC Final Exam Week**
- Dec. 8** Review for the PJC final exam/essay
- Dec. 9** PJC FINAL ESSAY for those students not eligible for exemption, according to PJC's criteria-Essay average of an 80 or above and no more than four absences, excluding "E" days.
- Dec. 10** Bring a book to class to read and **Dec. 11** PJC Grades Due by 9:00 a.m.

**ARTS1301
ART APPRECIATION
FALL 2026**

Instructor: Lena Spencer
Office: Art Building
Phone: 903-782-0438
Email: Lspencer@parisjc.edu
Office Hours: 1:00pm-4:00pm

Meeting Location: Art Building
Meeting Days: Online
Meeting Times: Online

Course Description:

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

Prerequisite: None

Corequisite: None

Approval Number: 5007035126
Maximum SCH per Student: 3
Maximum SCH per Course: 3
Maximum Contact Hours per Course: 48

Required Textbook(s) and Materials:

Open resource, no textbook needed

Course Goals and Objectives:

Course Goals and Objectives:

Foundational Component Area: Creative Arts

Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.

Student Learning Outcomes (Core Curriculum-Level):

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.

5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (Program Level)

1. Demonstrate the ability to recognize in a work of art chosen randomly from any culture or historical period these three examples of design elements: color harmony, use of perspective, and understanding of dimension.

Student Learning Outcomes (Course Level)

1. Apply art terminology as it specifically relates to works of art.
2. Demonstrate knowledge of art elements and principles of design.
3. Differentiate between the processes and materials used in the production of various works of art.
4. Critically interpret and evaluate works of art.
5. Demonstrate an understanding of the impact of arts on culture.

Course Requirements and Evaluation:

Each unit may consist of quizzes, art projects, written papers and one final assignment for a total of 1000 available points for the semester.

Quizzes, Discussions, Artwork and Writing Assignments	800 points
Artwork Assignment	100 points
Final Exam (Essay or Artwork)	100 points
Total Points available.....	1,000 points

900-1000 points will equal= 90-100 A

800-899 points will equal = 80-89 B

700-799 points will equal = 70-79 C

600-699 points will equal = 60-69 D 599 -0

points will equal = 0-59 = F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *November 12th*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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Artificial intelligence (AI) AI Visual Arts Academic Integrity, Plagiarism and AI Policy

Your ideas and creative process are important. Academic integrity means being clear about what work is your own, where your ideas come from, and what tools, sources, and collaborators you use. Being transparent about your process prepares you for ethical work as an artist, designer, and scholar. Research, references, inspiration, and experimentation are essential to creative practice. But the examples and research of others, or of that produced by Artificial Intelligence (AI), must be acknowledged, transformed, and integrated into your own work.

AI can be used as part of your process, but the final submitted work must demonstrate primary human authorship.

AI may support ideation, exploration, or development. Your final submission must reflect meaningful transformation, decision-making, and authorship by you.

Plagiarism occurs when you use material from other sources, human or AI, without proper acknowledgment or sufficient transformation.

This includes: Copying text, images, or media without citation, Submitting another person's work (in whole or part) or misrepresenting how a work was created.

You are required to cite AI use when it materially contributes to your submitted works. A brief statement describing how AI was used, AI tools utilized, Key prompt/s and process documentation, if requested.

Citation Examples: "AI-generated images were used as a reference for early concept development. Final design and execution are my own." Or "AI was used to help generate an initial outline. All writing and analysis are my own."

Policy Violations:

Alleged violations are reviewed individually, and students will be given the opportunity to speak to explain and defend their work.

Complaint Procedures: Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the

Course Catalog & Student Handbook for the official complaint or grievance procedure.
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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

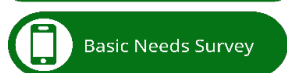
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan In An 16 Week Course:

DATE	TOPIC	READINGS - ASSIGNMENTS - LECTURES
Week One	INTRO ASSIGNMENT	10 pts Required Introduction Quiz
Week One	PREHISTORIC ART GRAFITTI /MURALS	50 pts Prehistoric Quiz 40 pts Writing Assignment
Week Two	CLASSICAL ART ADVERTISING	50 pts Classical Quiz 50 pts compare and contrast
Week Three	BYZANTINE ART	50 pts Byzantine Quiz
Week Four	RENAISSANCE ART	50 pts Renaissance Quiz Renaissance Video
Week Five	IMPRESSIONISM, & CUBISM	50 pts Imp/Post Imp Quiz
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Week Eight	SURREALISM & ABSTRACT EXPRESSIONISM & JUDY PFAFF	50 pts Art Style of Judy Pfaff Writing Assignment

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Week Ten	2D MEDIUMS	50 pts 2 D Quiz
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Week Twelve	INSTALLATION ART- ART 21	50 pts Art 21 Artists Quiz
Week Thirteen	KINETIC ART	50 pts Kinetic Quiz
Week Fourteen	WORK ON FINAL	
Week Fifteen	FINAL DUE 12/9	100 pts Final Test

**ARTS1301
ART APPRECIATION
FALL 2026**

Instructor: Lena Spencer
Office: Art Building
Phone: 903-782-0438
Email: Lspencer@parisjc.edu
Office Hours: 1:00pm-4:00pm

Meeting Location: Art Building
Meeting Days: Online
Meeting Times: Online

Course Description:

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

Prerequisite: None

Corequisite: None

Approval Number: 5007035126

Maximum SCH per Student: 3

Maximum SCH per Course: 3

Maximum Contact Hours per Course: 48

Required Textbook(s) and Materials:

Open resource, no textbook needed

Course Goals and Objectives:

Course Goals and Objectives:

Foundational Component Area: Creative Arts

Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.

Student Learning Outcomes (Core Curriculum-Level):

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.

5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (Program Level)

1. Demonstrate the ability to recognize in a work of art chosen randomly from any culture or historical period these three examples of design elements: color harmony, use of perspective, and understanding of dimension.

Student Learning Outcomes (Course Level)

1. Apply art terminology as it specifically relates to works of art.
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Quizzes, Discussions, Artwork and Writing Assignments	800 points
Artwork Assignment	100 points
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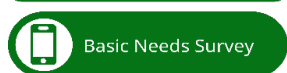
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan In An 8 Week Course:

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**ARTS1301
ART APPRECIATION
FALL 2026**

Instructor: Lena Spencer
Office: Art Building
Phone: 903-782-0438
Email: Lspencer@parisjc.edu
Office Hours: 1:00pm-4:00pm

Meeting Location: Art Building
Meeting Days: T/TH
Meeting Times: 8:00am-9:15am

Course Description:

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Prerequisite: None

Corequisite: None

Approval Number: 5007035126
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Course Goals and Objectives:

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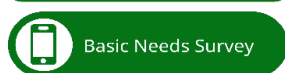
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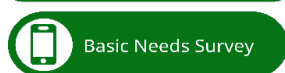
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DRAWING I
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Office Hours: 1:00pm-4:00pm

Meeting Location: Art Building
Meeting Days: M/W
Meeting Times: 9:30-12:15

Course Description:

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

Prerequisite: None

Corequisite: None

Approval Number: 5007055226

Maximum SCH per Student: 3

Maximum SCH per Course: 3

Maximum Contact Hours per Course: 96

Required Textbook(s) and Materials:

Open resource, no textbook needed

Course Goals and Objectives:

Foundational Component Area: Creative Arts

Student Learning Outcomes (Core Curriculum-Level):

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.

5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (Program Level)

1. Demonstrate the ability to recognize in a work of art chosen randomly from any culture or historical period these three examples of design elements: color harmony, use of perspective, and understanding of dimension.

Student Learning Outcomes (Course Level)

Upon successful completion of this course, students will:

1. Describe visual subjects through the use of accurate and sensitive observation.
2. Generate drawings which demonstrate descriptive, expressive, and conceptual approaches.
3. Utilize varied materials and techniques with informed aesthetic and conceptual strategies.
4. Demonstrate an appropriate level of professional practice, including safety, craft and presentation.
5. Analyze and critique drawings verbally and/or in writing.
6. Relate drawing to design, art history and contemporary artistic production.

Course Requirements and Evaluation:

Each unit may consist of quizzes, art projects, written papers and one final assignment for a total of 1000 available points for the semester.

900-1000 points will equal= 90-100 A

800-899 points will equal = 80-89 B

700-799 points will equal = 70-79 C

600-699 points will equal = 60-69 D 599 -0

points will equal = 0-59 = F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *November 12th*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) AI Visual Arts Academic Integrity, Plagiarism and AI Policy

Your ideas and creative process are important. Academic integrity means being clear about what work is your own, where your ideas come from, and what tools, sources, and collaborators you use. Being transparent about your process prepares you for ethical work as an artist, designer, and scholar. Research, references, inspiration, and experimentation are essential to creative practice. But the examples and research of others, or of that produced by Artificial Intelligence (AI), must be acknowledged, transformed, and integrated into your own work.

AI can be used as part of your process, but the final submitted work must demonstrate primary human authorship.

AI may support ideation, exploration, or development. Your final submission must reflect meaningful transformation, decision-making, and authorship by you.

Plagiarism occurs when you use material from other sources, human or AI, without proper acknowledgment or sufficient transformation.

This includes: Copying text, images, or media without citation, Submitting another person's work (in whole or part) or misrepresenting how a work was created.

You are required to cite AI use when it materially contributes to your submitted works. A brief statement describing how AI was used, AI tools utilized, Key prompt/s and process documentation, if requested.

Citation Examples: "AI-generated images were used as a reference for early concept development. Final design and execution are my own." Or "AI was used to help generate an initial outline. All writing and analysis are my own."

Policy Violations:

Alleged violations are reviewed individually, and students will be given the opportunity to speak to explain and defend their work.

Complaint Procedures: Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the

Course Catalog & Student Handbook for the official complaint or grievance procedure.
<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

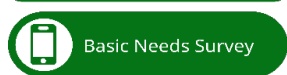
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

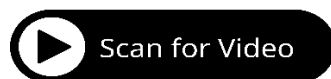
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan

DATE	TOPIC	READINGS - ASSIGNMENTS – LECTURES
WEEK ONE	REVIEW ELEMENTS - SHAPE, SPACE, PERSPECTIVE FORM, VALUE, TEXTURE	REVIEW PRINCIPLES – CONTRAST, BALANCE, UNITY, VARIETY, EMPHASIS, PROPORTION, REPETITION, RHYTHM, PATTERN, HIERARCHY REVIEW SIMPLE SHAPES
WEEK TWO	CHIAROSCURO PROJECT #1 STILL LIFE	
TBA	PROJECT #2 PERSPECTIVE - BUILDING ELEMENTS / SURREAL BACKGROUND	
TBA	COLOR THEORY - REFLECTIONS - TRANSPARENCY PROJECT #3 GLASS	

TBA	EXPRESSIVE LINES DRYPOINT, PRINTMAKING PROJECT #4	
WEEK 15/16	PREPARE FOR STUDENT EXHIBITION PROJECT #5 AND CRITIQUE	

**ARTS1311
DESIGN I
FALL 2026**

Instructor: Lena Spencer
Office: Art Building
Phone: 903-782-0438
Email: Lspencer@parisjc.edu
Office Hours: 1:00pm-4:00pm

Meeting Location: Art Building
Meeting Days: T/TH
Meeting Times: 9:30-12:15

Course Description:

An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.

Prerequisite:

None

Corequisite:

None

Approval Number: 5004015326
Maximum SCH per Student: 3
Maximum SCH per Course: 3
Maximum Contact Hours per Course: 96

Required Textbook(s) and Materials:

Open resource, no textbook needed

Course Goals and Objectives:

Course Goals and Objectives:

Foundational Component Area: Creative Arts

Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.

Student Learning Outcomes (Core Curriculum-Level):

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
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5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (Program Level)

1. Demonstrate the ability to recognize in a work of art chosen randomly from any culture or historical period these three examples of design elements: color harmony, use of perspective, and understanding of dimension.

Student Learning Outcomes (Course Level)

1. Identify and apply the elements of art and principles of two-dimensional design.
2. Employ discipline specific vocabulary in the evaluation of two-dimensional design problems.
3. Demonstrate creative skill in aesthetic problem solving within assigned parameters.
4. Demonstrate an appropriate level of professional practice, including safety, craft and presentation.

Course Requirements and Evaluation:

Each unit may consist of quizzes, art projects, written papers and one final grade for the student exhibition for a total of 1000 available points for the semester.

Total Points available.....1,000 points

900-1000 points will equal= 90-100 A

800-899 points will equal = 80-89 B

700-799 points will equal = 70-79 C

600-699 points will equal = 60-69 D 599 -0

points will equal = 0-59 = F

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *November 12th*.

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Illness Policy:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

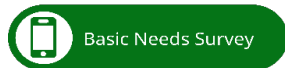
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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Course Schedule/Weekly Lesson Plan for 16 Week Course:

Week One	Principles and Elements of Design Non Objective collages demonstrating the P&E
Week Two	Using photography as a tool and create a mixed media artwork Project #1
Week Three	Continue #Project 1 Critique
Week Four	Continue #Project 1 Critique
Week Five	Use composition to reinforce and enhance visual impact Project #2 Painting - Introduce Color Mixing
Week Six	Continue Project #2
Week Seven	Continue Project #2
Week Eight	Texture – Create a collagraph design Project #3
Week Nine Midterm	Continue Project #3
Week Ten	Continue Project #3
Week Eleven	Learn Illustrator basics to create a vectored design Project #4
Week Twelve	Create t-shirt design for screen printing Project#5

Week Thirteen	Continue Project #5
Week Fourteen	Continue Project #5
Week Fifteen	Preparing for Student Show
Week Sixteen	Final Critique/ Deinstall artwork

ENG 1301.20E1 (Online)
English Composition I
Fall A 2026

Instructor: Donald Bates
Office: online
Phone: (903) 785-7661
Email: dbates@parisjc.edu
Office Hours: By appointment via Zoom

Meeting Location: online
Meeting Days: online
Meeting Times: online

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis

Required Textbook(s) and Materials:

Kirszner, Laurie G. and Stephen R. Mandell. Patterns for College Writing: A Rhetorical Reader and Guide. 15th ed. Bedford/St. Martin's, 2021, ISBN: 19781319523497

Due to Edition variations, the page numbers for reading assignments may not match the enclosed e-book version. Good News? You get an e-book. And a simple Table of Contents Reference or Google search should locate what you need.

Fahrenheit 451 by Ray Bradbury
ISBN: 978-1-4516-7331-9

Computer and Webcam – Some exams will be taken using Respondus Monitor and will require a webcam. A computer is needed for this course

Course Goals and Objectives:

*Insert course objectives or Core Course Competencies Foundational Component Area:
Communication*

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluation:

Module 1 Narrative Essay

Module 2 Descriptive Essay

Module 3 Fahrenheit 451 Novel Exams (2)

Module 4 Compare/Contrast Essay

Module 5 Argumentative Research Essay

Module 6 Final Exam (May be exempted if ESSAY AVG. exceeds 80%)

Grammar Labs: Self-directed LABS must be completed BEFORE Finals Week

Semester Grade Determination:

<i>Writing (Narration, Description, C/C, and Research Essays)</i>	45%
<i>Lab Exercises (Online outside of class)</i>	20%
<i>Novel Exams</i>	10%
<i>Quizzes</i>	15%
<i>Final Essay</i>	10%
Total:	100%

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Students violating policy will be asked to leave the class. If a student has multiple violations, they may be dropped from the course. If a cell phone is visible during an exam, the instructor will collect the test and the student will be asked to leave the classroom.

Laptop/Tablet Policy: Use your Tablet computing device to accomplish the tasks related to the class only. Do not use them for personal communication or other non-related activities.

Students are responsible for printing all course handouts from BB. Please have these printed BEFORE each class meeting begins.

Technical Difficulties: Computer access is available at the following PJC locations. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline. Paris Campus (The Learning Center and AS150), Greenville Center Library, and Sulphur Springs Center Library

Basic Computer Requirements: As a general rule, a computer manufactured within the last five years is adequate. In addition to the basic system requirements, some courses may also require flash drive, web cam, common application software such as (Word, PowerPoint, Excel), and specialized software.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is October 1, 2026.

Class Conduct:

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Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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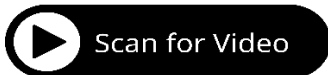
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ENG 1302.20E1 (Online)
English Composition II
Fall A 2026

Instructor: Donald Bates
Office: Online
Phone: (903) 785-7661
Email: dbates@parisjc.edu
Office Hours: Zoom by appointment

Meeting Location: online
Meeting Days: online
Meeting Times: online

Course Description:

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Credits: 3 (= 3 lecture hours). Prerequisite(s): ENGL 1301. Course Format: Lecture

Required Textbook(s) and Materials:

- *Schilb, John and John Clifford. Arguing About Literature: A Guide and Reader. 3rd ed. Bedford/St. Martin's, 2017. With Launchpad. ISBN: 978-1-319-03532-7.*
- *Note: Due to Edition variations, the page numbers for reading assignments may not match the course-book version. Good News? You get an e-book. And a simple Table of Contents Reference or Google search should locate what you need.*
- *Hacker, Diana, and Nancy Sommers. A Pocket Style Guide. 8th ed. Bedford/St. Martin's, 2018. ISBN: 978-1-319-05740-4*

Computer and Webcam – Some exams will be taken using Respondus Monitor and will require a webcam. A computer is needed for this course.

Course Goals and Objectives:

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. *Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.*
2. *Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.*
3. *Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.*

4. *Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.*

Student Learning Outcomes (English Program-Level):

1. *Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.*
2. *Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.*
3. *Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.*

Student Learning Outcomes (ENGL 1302 Course-Level):

Upon successful completion of this course, students will:

1. *Demonstrate knowledge of individual and collaborative research processes.*
2. *Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.*
3. *Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.*
4. *Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.*
5. *Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)*

Course Requirements and Evaluation:

Course Schedule:

Module 1 Poetry

Module 2 Short Story

Module 3 Drama

Module 4 Final Exam

Course Requirements and Evaluation:

This is a composition course which means that the essays are of the utmost importance.

Literature will be used as the basis for the essays in this class. As outlined above, the Essays are 30% of your total grade. In this class, you will be required to write (3)

College Essays:

1. ***Poetry – Evaluation of the elements and meaning of (2) Poems.***
2. ***Short Story – Research/Argumentation of (2) Short Stories.***
3. ***Drama –Essay over a 3 Act Play.***

The essays are extremely important to your final grade. Make sure to turn in each one on time: ☺

There also be a Final Analytical Essay for all students who do not qualify to exempt it. In order to exempt from the final, a student must meet the following criteria:

Any student who a) *submits all prior essays,*
 b) *earns an 80 essay average, and*
 c) *has 4 or less class absences*

Students who do NOT qualify for exemption:

a) Does not submit all prior essays and/or

- b) Earns an essay average less than 80 and/or*
 - c) Has more than (4) unexcused absences*
- Students who are not exempt will write an essay for the final exam.*

Note: All essays must be submitted to electronically to Blackboard by the specified deadline date/time. Essays received after the due date/time will not be graded. Do not submit via email without prior arrangement with me. Do not submit your essay on paper unless specified by the instructor.

Gradebook averages:

Essays	45%
Labs	20%
Exams	20%
Quizzes	5%
Final	10%
TOTAL	100%

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Students violating policy will be asked to leave the class. If a student has multiple violations, they may be dropped from the course. If a cell phone is visible during an exam, the instructor will collect the test and the student will be asked to leave the classroom.

Laptop/Tablet Policy: Use your Tablet computing device to accomplish the tasks related to the class only. Do not use them for personal communication or other non-related activities.

Students are responsible for printing all course handouts from BB. Please have these printed BEFORE each class meeting begins.

Technical Difficulties: Computer access is available at the following PJC locations. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline. Paris Campus (The Learning Center and AS150), Greenville Center Library, and Sulphur Springs Center Library

Basic Computer Requirements: As a general rule, a computer manufactured within the last five years is adequate. In addition to the basic system requirements, some courses may also require flash drive, web cam, common application software such as (Word, PowerPoint, Excel), and specialized software.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *October 1, 2026*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

[Adjust policy as determined by department.]

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



BCIS 1305 25D0
Introduction to Computing
Fall 2026

Instructor: Dr. Mark Kjellander
Office: GC 209
Phone: 903.782.8716
Email: mkjellander@parisjc.edu

Office Hours: Monday and Wednesday by appointment

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

3 Credit Hours: 2 Lecture Hours and 2 Lab Hours per week.

Required Textbook(s) and Materials:

*This class is part of the Inclusive Access program. Unless you opt out, your materials are provided. You will have access to a digital version of In Practice, Nordell – Office Intro, on the McGraw-Hill SIMnet® online platform. SIMnet teaches Microsoft Office skills and computing concepts. A USB flash drive may also be needed to save assignments when working on a public computer, including computers at the Paris, Greenville, and Sulphur Springs centers. Inclusive Access information:
<https://www.parisjc.edu/main/inclusive-access/>*

Course Goals and Objectives:

Upon successful completion of this course, students will:

- 1. Describe the fundamentals of information technology concepts - hardware, software, security, and privacy.*
- 2. Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.*
- 3. Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.*
- 4. Create business documents and analyze data with spreadsheet software using tables, sorting, filtering, charts and graphics, pivot tables, macros, statistical, financial, logical and look-up functions and formulas, and add-ins.*
- 5. Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.*
- 6. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.*
- 7. Integrate business software applications.*
- 8. Use web-based technologies to conduct ethical business research.*
- 9. Use goal seeking and what-if analysis to solve problems and make adjustments/recommendations in a business environment.*

Course Requirements and Evaluation:

All assignments have completion dates that should be followed. The grade shown in SIMnet and Blackboard reflects submitted work; before progress reports, midterm grades, or final grades are submitted, a zero may be entered for work that is due but not submitted. Students should keep up with completion dates because projects can be time consuming.

Final Course Grade:

35% Exams

45% Independent and Challenge Projects

20% Let Me Try

Grade Scale: 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 0-59 = F.

Exams: Three application exams and one comprehensive final exam are scheduled in SIMnet for Word, PowerPoint, Excel, and Access. Students have two attempts on application exams and one attempt on the final exam.

Assignments: An Independent and Challenge project is assigned for each Word, PowerPoint, and Excel chapter. Students may correct the original document and resubmit one time after receiving feedback.

Let Me Try: SIMbook/SIMnet activities are graded for completion. Show Me and Guide Me activities support learning but are not graded.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

This course meets via the Internet through Blackboard and SIMnet. Students are responsible for reliable computer equipment and internet service, attempting assignments early enough to address technical problems, managing their time effectively, and possessing the computer skills necessary to use internet sites, manage files, use applications, browsers, email, and system utilities. Technical problems do not excuse missed deadlines. Students experiencing personal computer or internet problems are expected to use available PJC computer labs. Students should read and comply with course announcements, documents, and instructions. For Blackboard login or computer issues, contact techsupport@parisjc.edu.

Class Attendance:

Class attendance is critical for successful completion of this course. For this online course, attendance is measured through timely participation and completion of course work. Attendance will be checked weekly, and students who complete no work during a week may be counted absent. Withdrawals must be initiated by the student. The official withdrawal deadline for Fall A 2026 should be verified through the PJC academic calendar/Blackboard.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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Illness Policy:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Students will be notified of syllabus changes through Blackboard and/or PJC student email.

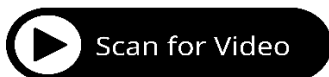
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Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 - 8/30	Course Introduction; Windows, Office, File Management, Hardware, Software, and the Internet	Read syllabus; familiarize yourself with class; complete First Assignment; chapter readings and Let Me Try
Week 2 - 9/6	Networking, Security, Change the World, Understanding AI & Copilot	Chapter readings and Let Me Try
Week 3 - 9/13	Word: Creating and Editing Documents	Reading; Let Me Try; Independent Project 1-4; Challenge Yourself 1.3

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 4 - 9/20	Word: Formatting and Customizing Documents	Reading; Let Me Try; Independent Project 2-6; Challenge Yourself 2.3
Week 5 - 9/27	Word: Collaborating with Others and Working with Reports	Reading; Let Me Try; Independent Project 3-6; Word review
Week 6 - 10/4	Word Exam; PowerPoint: Creating and Editing Presentations	Word Exam; Reading; Let Me Try; Independent Project 1-5; Challenge Yourself 1.4
Week 7 - 10/11	PowerPoint: Illustrating with Pictures and Information Graphics	Reading; Let Me Try; Independent Project 2-6; Challenge Yourself 2.4
Week 8 - 10/18	PowerPoint: Preparing for Delivery and Using a Slide Presentation	Reading; Let Me Try; Independent Project 3-7; Challenge Yourself 3.4; PowerPoint review
Week 9 - 10/25	PowerPoint Exam; Excel: Creating and Editing Workbooks	PowerPoint Exam; Reading; Let Me Try; Independent Project 1-6; Challenge Yourself 1.3
Week 10 - 11/1	Excel: Working with Formulas and Functions	Reading; Let Me Try; Independent Project 2-5; Challenge Yourself 2.4
Week 11 - 11/8	Excel: Creating and Editing Charts	Reading; Let Me Try; Independent Project 3-4; Challenge Yourself 3.3
Week 12 - 11/15	Excel: Getting and Managing Data	Reading; Let Me Try; Independent Project 4-5; Challenge Yourself 4.3
Week 13 - 11/22	Excel Review and Excel Exam	Complete Excel review activities and Excel Exam
Week 14 - 11/29	Access: Creating a Database, Tables, and Data Validation	Reading and Let Me Try; database and table practice
Week 15 - 12/6	Access: Relationships and Queries; Course Review	Reading and Let Me Try; relationships and query practice; comprehensive review
Week 16 - 12/13	Comprehensive Final Exam	Complete Comprehensive Final Exam

BCIS 1305 250
Introduction to Computing
Fall A 2026

Instructor: Dr. Mark Kjellander
Office: GC 207
Phone: 903-457-8716
Email: mkjellander@parisjc.edu
Office Hours: Monday 10-12

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description: Overview of computer systems—hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

Required Textbook(s) and Materials:

Materials are part of the included project. A usb storage drive is highly recommended.

Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Aug 25- 30	Word	Word Module
Aug 31- Sep 6	Word	Word Module /
Sep 7- 13	Power Point	Power Point Module
Sep 14- 20	Power Point	Power Point Module
Sep 21- 27	Excel	Excel Module
Sep 28- Oct 4	Excel	Excel Module
Oct 5- 11	Access	Access Module
Oct 12- 19	Access	Access Module

Course Requirements and Evaluation:

All quizzes, exams, and projects will close at midnight on the due date listed. If you miss the due date, a zero will be entered as the grade for said assignment. Once closed, quizzes, exams, and projects will not be re-opened for any reason. Make sure that you keep up! *Failure to do so usually results in a failing grade.*

We will be submitting midterm grades this semester. This means that everything that is due by midterm must be submitted by the due date.

The following formula/criteria will be used to determine your Final Course Grade:

40% EXAMS

40% Labs and Assignments

20% Quizzes

Course Policies:

Work is due in the week it assigned unless otherwise instructed.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Day and Month depending on term.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

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ADA Statement

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Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Changes will be communicated via announcements and email

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

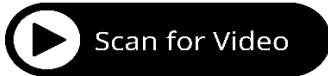
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.





English 1301.81A0 & .82A0 Composition I Fall 2026

Instructor: Preslee Beumer
Office: PTAA Greenville Campus
Phone: 903-257-3920
Email: pbeumer@parisjc.edu

Meeting Location: PTAA Greenville Campus
Meeting Days: Mon & Wed
Meeting Times: 2:10 - 3:45pm
Office Hours: Tuesday & Thur 8:00 - 8:30

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Credit Hours: 3

Required Textbook(s) and Materials:

- Kirsznar, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Bedford/St. Martin's, 2021, ISBN: 9781319523497 **AVAILABLE ONLINE THROUGH BLACKBOARD**
- Fahrenheit 451 by Ray Bradbury ISBN 10: 9781451673319

Course Goals and Objectives:

The general course goals of 1301 are to have students improve their writing abilities and increase their proficiency in critical reading and in writing nonfiction prose, with emphasis on narration, exposition, and persuasion.

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD).

Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Graded Work

The tables below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

Summary of Graded Work

Assignments	% of Grade
Labs in Blackboard	15%
Discussions	15%
Journal Entries	10%
Peer Reviews	10%
Essays	50%

TOTAL: 100%

Final Grade

Percentages	Letter Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

ENGL 1301 Exemption Rules for Final:

In order to be exempt from the final essay, a student must meet the following criteria:

- Any student who
- a.) submits all 4 prior essays,
 - b.) earns an **85 essay average**, and
 - c.) has 4 or less class absences

Students who do **NOT** qualify for exemption:

- Any student who
- a.) does not submit all 4 prior essays **and/or**
 - b.) earns **an essay average less than 85 and/or**
 - c.) has more than 4 absences

Students who are not exempt will write an essay for the final exam. In addition, this essay grade will replace the student's lowest essay grade (one exception: the research paper grade CANNOT be replaced).

If a student qualifies for exemption, but still wishes to write an essay for the final in an effort to improve overall course average, he/she may do so.

Course Policies:

Attendance and Make-up Work:

Class attendance is **expected**. A student may not have more than **four absences**. After the fourth absence, five points per absence will be deducted from the student's grade. If a student is more than ten minutes late, the student will be counted absent. If a student leaves class early (without prior arrangements), the student will be counted absent. A student who stops attending after the last drop date will receive an F in the course.

Students are responsible for notes and assignments missed. No more than one late paper shall be allowed. A paper will receive a five-point deduction per day (including non-class days) and will not be accepted more than one week late. Papers are considered late if they are not handed in at the **BEGINNING** of the class in which the assignment is due.

Writing Center:

Students seeking assistance with writing assignments will receive one-on-one help in AD125 on the Paris campus. This can be beneficial tutoring for students at ALL writing levels, and **it's free!** Call 903-782-0314 for an appointment. You can also e-mail your paper to writingcenter@parisjc.edu. Include the essay topic with your paper, so the tutor can assist you.

ENGL 1301 Labs (Online):

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under **ANY** circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of 16 lab items. Expect to spend, on average, an hour for each of the labs, for a total of 16 hours.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day a student can withdraw from a course with a grade of "W" is November 12, 2026.

Class Conduct:

Please give your undivided attention during class time so that you get the most out of this course and so that you do not waste my or your time. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

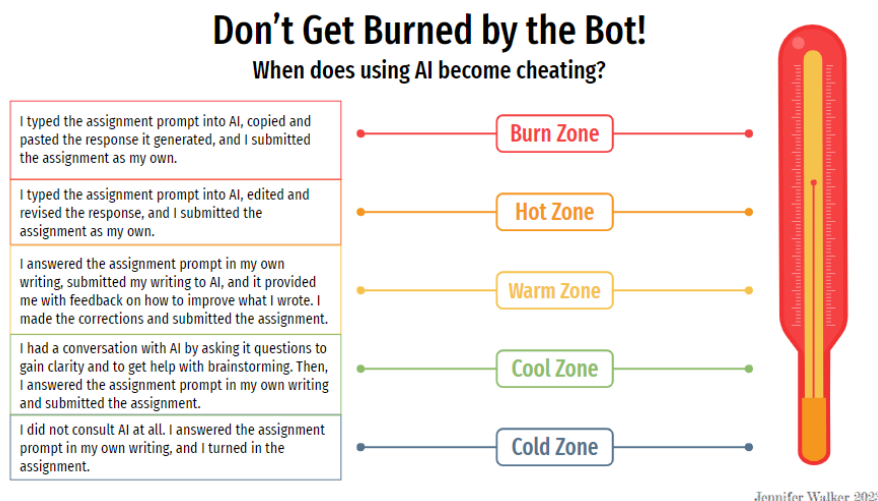
Academic Honesty:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.



A research paper submitted without a works cited page (in MLA format) and/or without parenthetical citations constitutes plagiarism and will be subject to the above consequences. The paper grade will be a zero.

Complaint Procedures:

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<https://www.parisjc.edu/consumer-information/complaints.php>

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by Blackboard Announcement.

*All labs to be completed in Blackboard are each due by Monday at 11:59 p.m. of each week unless otherwise noted.

*All assigned readings are to be completed BY THE DAY DESIGNATED FOR A JOURNAL CHECK. NO EXCEPTIONS. Please make note of note check days on the calendar.

CHECK. NO EXCEPTIONS. Please make note of note check days on the calendar.

Week	Topic(s)	Readings and Assignments
Week 1 8/25 - 8/31	Course Introduction Syllabus Digital Journal Textbook Readings and Notes	- Go through course syllabus and expectations - Required readings: - Chapter 1 - Chapter 2 - Chapter 3 - Make sure to take notes on ALL required readings in your digital journal - Due Monday. If you do not have any notes in your journal over the assigned readings, you will receive a zero. - Complete Discussion - Complete assigned "pre-test" lab in Blackboard
Week 2 9/1 - 9/7 NO SCHOOL MONDAY	MLA Resource Textbook Readings and Notes	- Required readings: - Chapter 4 - Chapter 5 - Read MLA Paper Example - Make sure to take notes on ALL required readings in your digital journal - Due Monday. If you do not have any notes in your journal over the assigned readings, you will receive a zero.. - Complete Discussion - Complete assigned lab in Blackboard
Week 3 9/8 - 9/14	Textbook Readings and Notes Personal Narrative Essay	- Required readings: - Chapter 6 - Make sure to take notes on ALL required readings in your digital journal in Google Classroom. - Due Monday. If you do not have any notes in your journal over the assigned readings, you will receive a zero. - Go through instructions and expectations for the Personal Narrative Essay - Work on the first draft of the <u>Personal Narrative Essay</u> - Complete Discussion - Complete assigned lab in Blackboard
Week 4 9/15-9/21	Personal Narrative Essay	- Upload your first draft of the <u>Personal Narrative Essay</u> to the peer review discussion board BY TUESDAY 9/16 11:59 p.m - Complete a peer review using the peer review sheet provided for TWO of your classmates BY FRIDAY 9/19 11:59 p.m.

	Peer Review Workshop	• Submit the final draft of the <u>Personal Narrative Essay</u> to Blackboard BY SUNDAY 9/21 11:59 p.m. • Complete Discussion • Complete assigned lab in Blackboard
Week 5 9/22-9/28	Nonfiction Summaries	• Read assigned article and watch BOTH assigned videos • Write an objective summary for the article and each video • Complete Discussion • Complete assigned lab in Blackboard
Week 6 9/29-10/5	Textbook Readings and Notes Definition Essay	• Required readings: 1) Chapter 13 • Make sure to take notes on ALL required readings in your digital journal in Google Classroom. - Due Monday. If you do not have any notes in your journal over the assigned readings, you will receive a zero. • Go through instructions and expectations for the <u>Definition Essay</u> • Complete first draft of the <u>Definition Essay Due</u> • Complete Discussion • Complete assigned lab in Blackboard
Week 7 10/6-10/12	Definition Essay Peer Review Workshop	• Upload your first draft of the <u>Definition Essay</u> to the peer review discussion board BY TUESDAY 10/9 11:59 p.m. • Complete a peer review using the peer review sheet provided for TWO of your classmates BY FRIDAY 10/10 11:59 p.m. • Submit the final draft of the <u>Definition Essay</u> to Blackboard BY MONDAY 10/12 11:59 p.m. • Complete Discussion • Complete assigned lab in Blackboard
Week 8 10/13-10/19 NO SCHOOL WEDNESDAY-FRIDAY	Novel	• Read ½ of Fahrenheit 451 Ray Bradbury • Start working on Project • Complete Discussion • Complete assigned lab in Blackboard *Although PTAA has days off this week, PJC students are still responsible for completing college work!
Week 9 10/20-10/26	Novel	• Read ½ of Fahrenheit 451 Ray Bradbury • Project Due Monday 10/27 • Complete Discussion • Complete assigned lab in Blackboard
Week 10 10/27-11/2	Textbook Readings and Notes Argumentative Essay	• Required readings: 1) Chapter 14 • Make sure to take notes on ALL required readings in your digital journal - Due Monday. If you do not have any notes in your journal over the assigned readings, you will receive a zero. • Go through instructions and expectations for the <u>Argumentative Essay</u> • Choose ONE prompt from the list provided - pg 667 - 668

		• Work on the first draft of the <u>Argumentative Essay</u> • Complete Discussion • Complete assigned lab in Blackboard
Week 11 11/3-11/9	Argumentative Essay Peer Review Workshop	• Upload your first draft of the <u>Argumentative Essay</u> to the peer review discussion board BY TUESDAY 11/4 11:59 p.m • Complete a peer review using the peer review sheet provided for TWO of your classmates BY FRIDAY 11/6 11:59 p.m. • Submit the final draft of the <u>Definition Essay</u> to Blackboard BY MONDAY 11/9 11:59 p.m. • Complete Discussion • Complete assigned lab in Blackboard
Week 12 11/10-11/16 *last day to withdraw: 11/12	Speech Analysis Rhetorical Situation	• Submit the final draft of the <u>Definition Essay</u> to Blackboard BY MONDAY 11/9 11:59 p.m. • Read BOTH assigned speeches • Complete a rhetorical identification for each speech • Complete Discussion • Complete assigned lab in Blackboard
Week 13 11/17-11/22	Textbook Readings and Notes Comparison and Contrast Essay	• Required readings: 1) Chapter 11 • Make sure to take notes on ALL required readings in your digital journal - Due Monday. If you do not have any notes in your journal over the assigned readings, you will receive a zero. • Go through instructions and expectations for the Comparison and Contrast Essay • Work on the first draft of the <u>Comparison and Contrast Essay</u> - Due by Sunday 11/22 • Complete Discussion • Complete assigned lab in Blackboard
11/23 - 11/27		THANKSGIVING BREAK
Week 15 12/1-12/7	Comparison and Contrast Essay Peer Review Workshop	• Complete a peer review using the peer review sheet provided for TWO of your classmates BY FRIDAY 12/5 11:59 p.m. • Submit the final draft of the <u>Definition Essay</u> to Blackboard BY MONDAY 12/7 11:59 p.m. • Begin working on <u>Final Essay</u> - Due 12/9 • Complete Discussion • Complete assigned lab in Blackboard
Week 16 12/8-12/9 *semester ends on Friday	Finals Week	• If you did not meet the requirements to be exempt from the final exam or you are choosing to complete the final exam, the College Application Essay must be turned in by 12/9 11:59 p.m. NO ESSAYS WILL BE ACCEPTED AFTER THIS DATE! • If applicable: Go through instructions and expectations for the final essay: College Application Essay • Complete assigned lab in Blackboard

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*Course # Biol 1322.20E0
Nutrition and Diet Therapy
Subterm A Fall 2026*

Instructor: Jason Taylor
Office: NA
Phone: 903-689-1098
Email: jtaylor@parisjc.edu
Office Hours: By appointment

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

Credits: SCH = 3 Lecture

Prerequisite(s): none

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Smith: Connect for Wardlaw's Contemporary Nutrition w/Proctorio+ 12e**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level):

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Learning Outcomes

Upon successful completion of this course, students will:

1. Apply nutritional knowledge to analyze personal dietary intakes, to plan nutritious meals using nationally established criteria to meet recommended goals, and to evaluate food labels and the validity of nutritional claims.
2. Trace the pathways and processes that occur in the body to handle nutrients and alcohol through consumption, digestion, absorption, transport, metabolism, storage and waste excretion.
3. Discuss functions, sources, deficiencies, and toxicities of macro- and micronutrients, including carbohydrates, lipids, proteins, water, vitamins, and minerals.
4. Apply the concept of energy balance and its influences at the physical, emotional, societal, and cellular level to evaluate advantages and disadvantages of various methods used to correct energy imbalances.
5. Utilize concepts of aerobic and anaerobic energy systems, and knowledge about macronutrients, vitamins, minerals, ergogenic, and supplements and relate them to fitness and health.
6. Describe health and disease issues related to nutrition throughout the life cycle, including food safety, corrective dietary modifications, and the influence of specific nutrients on diseases.

Course Schedule: class begins 8-24-2026 and ends 10-13-2026

Unit 1.

Chapter 1 – Nutrition Food Choices and Health

Chapter 2 – Designing a Healthy Eating Pattern

Chapter 3 – The Human Body: A Nutrition Perspective

Proctored Exam 1

Unit II

Chapter 4 – Carbohydrates

Chapter 5 – Lipids

Chapter 6 – Proteins

Proctored Exam 2

Unit III

Chapter 7 – Energy Balance and Weight Control Alcohol

Chapter 8 – Vitamins

Chapter 9 –Water and Minerals

Proctored Exam 3

Unit IV

Chapter 10 – Nutrition: Fitness and Sports

Chapter 11 – Eating Disorders

Chapter 12 – Protecting Our Food Supply

Proctored Exam 4 “The final exam” only tests over the last chapters covered in Unit IV

10-9-2026 to 10-13-2026. Exam 4 Final (only covers Chapters 10,11,12) **Final Must Be Completed NO LATER Than **10-13-2026** at 11:59 pm. No Exceptions!!!!!! The final also cannot be taken early!! The final can be taken at home and is **PROCTORED**.

Course Requirements and Evaluation:

Students will be given the following opportunities to demonstrate knowledge of class material.

*****Note all assignments must be accessed through Black Board. When you click on your first McGraw Hill assignment in Black Board it will ask you to register. **Please make sure and use your name as it appears on the school class roll.** When registering in MGH Connect, you must enter an email and password. Please use your **PJC Dragon Email** only and use a password that you will remember. If you do not yet have yours activated, the link to set up your PJC Dragon Mail is below.

<http://www.parisjc.edu/pjc2/main/activate-dragonmail/>

Proctorio Practice Exam: I will have a 5-10 question **Practice Exam with unlimited attempts**. You will want to take this practice exam a few times before you try taking Exam 1 to **ensure everything is working well** on your end. 5pts

Unit Exams:

(All Unit Exams 4 at 75 each (300pts) are **TIMED and Proctored using Proctorio**) This means you can take them at home but you must have a webcam see below– Each Exam will consist of **repeated questions** from your chapter homework and quizzes. All Unit Exams are timed to 75 minutes. Once the time expires, your exam closes, and I will not reopen it. **Plan your attack well**, and never begin an exam late at night on the last day it is due, if you can avoid it! Expect about 60 multiple choice questions similar to what you see in the chapter homework assignments.

Proctorio Exam Proctoring:

- **Webcam and audio required for all exams**
- **Photo ID (Driver's license, passport, college/university ID, or military ID)**
- **You must download the Proctorio App**
- **Make sure you allow your webcam to allow Proctorio access to it**

Proctorio is a remote proctoring and browser locking program that promotes the academic integrity of exams. **All major Unit exams and the Bones lab exam**, will use this program with the settings described below. You **must have a webcam** on your computer to take your exams.

A good overview video for Proctorio has been assigned to you in MGH Connect. Please review the setup and system requirements for Proctorio below, and make sure you have them before taking your first proctored exam

For the best experience, we recommend you use Microsoft Edge or Google Chrome

<https://proctorio.com/support#settingUp>

Minimum System Requirements

<https://proctorio.com/support#minReqs>

<https://proctorio.com/support#faq>

Please review the settings and requirements for your exams below.

Proctorio will:

- Record video and audio from the test-taker's webcam during the exam. The system uses artificial intelligence monitoring to flag suspicious behaviors. The exam footage will be available to the professor after the exam.
- Control whether test takers can access other tabs or programs. Proctorio will block the use of other programs during the exam, other websites, and different monitors.
- Prevent content from entering or leaving the exam. Proctorio will disable the clipboard, disable the right click of your mouse, and disable printing. Proctorio will also record your computer screen during the exam.

Additional Considerations:

- Please focus on your exam and **avoid looking away** from the screen for extended periods.
- **NEVER** exit the exam once you begin. This will show multiple attempts on my end, and you could lose credit on the exam. Proctorio gives feedback to the instructor on your internet connection status during the exam. If you log out and say it was because of a bad connection, but the system showed no evidence of a slow or bad connection, this could be counted as cheating.
- Cell phone use is **strictly prohibited** during the exam!
- Notes/Books of any kind are **not allowed** on the exam.
- Treat all exams as you would an in-person exam that allows **no use of help** in any form during the exam.
- Any McGraw-Hill Connect assignment labeled "Proctored" utilizes the settings above and disallows the use of any extra help of any kind during the exam! Violating any of the requirements above will result in a zero on your exam. Suspicious activity caught by your webcam may also result in a zero if there is evidence of cheating, such as using notes, books, cell phones, etc., during an exam. Therefore, focusing on your exam and putting away all notes, books, and cell phones before beginning the exam is essential.
- Make Ensure you fully view the webcam during the exam.

Evaluation Methods:

Proctorio Proctored Exam 1- Timed, and 1 attempt- **75pts**

Proctorio Proctored Exam 2- Timed, and 1 attempt- **75pts**

Proctorio Proctored Exam 3- Timed, and 1 attempt- **75pts**

Proctorio Proctored Exam 4- Timed, and 1 attempt- **75pts**

Nutrition Calc Plus Project 7 day diet tracking=45 points

Proctorio video intro 4 points

Proctorio Proctored Practice exam 5 points

2-Introduction Video assignments are 7.5 each

Syllabus Quizz 13 points

Why Study Nutrition video assignment 15 points

Chapter quizzes and metric quiz 13 total quizzes are 15 points each

Each day a quiz is late will deduct 15% off of your quiz grade.

Smart Book reading assignments 12 total assignments 34 points each

Extra Credit (not mandatory) Smart Book Chapter 13 30 points

*Note the above reading assignments can not be submitted late and will not award partial credit for late assignments.

The course has a total of 1000 points so it is easy to calculate your grade. For example if at the end of the course you have a total of 850 points you have managed to earn 85% of the total points available. This means you have an 85 in the class or a B letter grade.

Midterm Grade: PJC instructors are required to enter mid-term grades during the ninth week of the semester (9-18-2026). Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Note: Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working for them. Please meet with your instructor if you have a concern about your grades at the mid-term.

** No makeup exams or retests are allowed.

***Note the Smart Book assignments and Exam 4 do not allow for late submission and will not award partial credit for work done past the due date they will automatically submit with a grade of zero past the due date.

McGraw Hill Technical Help Line 1-800-331-5094

PJC Computer Help Desk 903-782-0496

Important Read Now!! Due to Federal Department of Education regulations you must complete a short assignment by (8-31-2026) here at the college to prove attendance in an internet based class. If you do not complete the syllabus quiz you will be dropped from the class and can't reenroll this semester!!!! Please complete this first!!

Course Policies

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Questions about the course: If you have a question about course content you must send me an email to jtaylor@parisjc.edu and I will reply to your email in a timely manner.

Email Response Time: If the email was sent Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday with the exception of holidays and closures.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is 10-1-2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

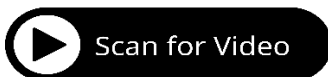
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Blackboard messages and or student Dragon email

Biol 1406.100
Biology for Science Majors I
Fall 2026

Instructor: Dr. Jack Brown

Office: MS 210F

Phone: 903-782-0319

Email: jbrown@parisjc.edu

Office Hours: MTWR 11:00 – 12:00 and 1:00 – 4:00; F 8:00-12:00 – 1:00- 3:00

Meeting Location: MS 201 Lect - MS 203 Lab

Meeting Days: MW Lecture TR Lab

Meeting Times: 8:00 – 9:15

Course Description:

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Recommended prerequisite: MATH 1314 or 1414. Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

Required Textbook(s) and Materials:

Required Course Materials

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Brooker: Connect for Biology 6e**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below **before the ORD date of Sept 9th**

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Describe the characteristics of life.
2. Explain the methods of inquiry used by scientists.
3. Identify the basic requirements of life and the properties of the major molecules needed for life.
4. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
5. Describe the structure of cell membranes and the movement of molecules across a membrane.
6. Identify the substrates, products, and important chemical pathways in metabolism.
7. Identify the principles of inheritance and solve classical genetic problems.
8. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
9. Describe the unity and diversity of life and the evidence for evolution through natural selection.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
2. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
3. Communicate effectively the results of scientific investigations.

4. Describe the characteristics of life.
5. Explain the methods of inquiry used by scientist.
6. Identify the basic properties of substances needed for life.
7. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
8. Describe the structure of cell membranes and the movement of molecules across a membrane.
9. Identify the substrates, products, and important chemical pathways in metabolism.
10. Identify the principles of inheritance and solve classical genetic problems.
11. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
12. Describe the unity and diversity of life and the evidence for evolution through natural selection.

Course Requirements and Evaluation:

Exams – 65%

Laboratory – 25%

MGH Connect - 10%

The lecture exams will include multiple-choice, true-false, and matching) and subjective questions (critical thinking, essay, and short answer) over class notes, text readings, and any additional outside reading that may be assigned. 50% to 80% of the points awarded on your exams will come from subjective questioning (essay, short answer, completion).

Mid-Term Grades: PJC instructors must enter mid-term grades during the ninth week of the semester (**Oct 16**). Each student's mid-term grade may be viewed by College personnel with the need to monitor such information as student records, student financial aid, academic advising and counseling, and administrative staff.

Note: Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in, and they do not impact your GPA. They are simply a measurement the student can use to take stock of what may or may not be working. Please meet with your instructor if you are concerned about your mid-term grades.

Make-Up Work

If you miss a major exam, you can take the **comprehensive** make-up exam scheduled for the week before finals (**Nov 30- Dec 4**). You are only allowed to miss one exam. If you know of a pending absence from class, notify me as soon as possible. You may take exams early with instructor approval or one day late with permission.

All homework and laboratory assignments will be accepted on the due date at the beginning of the period only—NO LATE PAPERS OR ASSIGNMENTS. NO EXCEPTIONS. The **student** must initiate withdrawals online using their MyPJC account. The last day to drop the course with a grade of W is Thursday, **November 12, 2026**. If circumstances require you to withdraw from this course, you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Course Policies

I expect every student to come to class prepared to interact with the instructor and other students by listening, discussing, questioning, and taking notes relating to the topic. All students will need a notebook and pens or pencils. Tests must be taken with a #2 pencil. Bring a Scantron form and your pencil to every test. The required Scantron can be found in the PJC Library or can be picked up in the Math and Writing Lab; the Scantron number you need is **#882e**.

Rules for ALL Written Assignments

1. 12 pt type
2. Times New Roman Font
3. Double space
4. Full citation both in the paper and a reference page (APA)
5. 1 in margins

Respect your classmates' right to an education.

Give your full attention to the course and anyone speaking to the class. Avoid creating distractions - do not arrive late, leave during class (unless you have an emergency), pass notes, do any other work, or conduct private conversations during class. Students who persist in these behaviors may be asked to leave the class. Don't bring visitors unless approved by the instructor—no food /or beverages are allowed in class. Please turn off or silence all cell phones before coming into the classroom. No physical violence or threats of physical violence will be tolerated.

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College policy requires faculty members to take attendance each class session and to record absences in the college-wide computer system.

Class Conduct:

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Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that cannot be explained by another cause. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be informed of the change by the method listed below.

In class, via Blackboard Announcement, and via student email

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

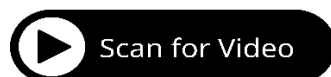


Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs

and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedules:

Lecture Schedule: *MW 8:00-9:15 MS 207*

Aug. 24- Introduction

Aug 26 - Chemistry of Life

Aug 31 – Carbon Chemistry

Sept 2 - Carbon Chemistry

Sept. 7 – Labor Day

Sept. 9- **Exam 1**

Sept. 14- The Plasma Membrane

Sept. 16- Ground Rules of Metabolism

Sept. 21- Exam 2

Sept. 23- How Cells Acquire Energy (Photosynthesis)

Sept 28- (Photosynthesis)

Sept. 30- How Cells Release Energy (Cellular Respiration)

Oct. 5- (Cellular Respiration)

Oct. 7- Test 3

Oct. 12- Cell Division (Mitosis)

Oct. 14- Cell Division (Meiosis)/Cell Communication

Oct. 19- Cell Communication

Oct. 21- Genetics

Oct 26- Genetics

Oct 28- Test 4

Nov. 2- DNA Structure and Function

Nov. 4- DNA Structure and Function

Nov. 9- The Central Dogma

Nov. 11- The Central Dogma

Nov 16- Test 5

Nov 18 - Gene Expression and Regulation

Nov -23- Gene Expression and Regulation

Nov 25-27 Thanksgiving Holidays No Class

Nov 30 - Genomes and Their Evolution

Dec 2- Test 6??

Dec 7- Comprehensive Final Exam

Laboratory Schedule: TR 8:00 – 9:15 MS 203

Lab Schedule: Labs may change!!

Topic

Aug 25	Biology Lab Safety/Metric Units
Aug 27	Metric and Safety
Sept 1	Exercise #1 – Microscopy Introduction
Sept 3	Exercise #2 – Microscopy Introduction
Sept 8	Exercise #3 – Cell Chemistry (Macromolecules)
Sept 10	Exercise # 5 – Cell Membranes
Sept 15	Exercise # 4 – Diffusion and Osmosis
Sept 17	Exercise # 4 – Diffusion and Osmosis
Sept 22	Exercise # 8 –Photosynthesis
Sept 24	Exercise # 8 –Photosynthesis
Sept 28	Cell Respiration Lab
Oct 1	Cell Respiration Lab
Oct 6	Exercise # 9 –Cell Division
Oct 8	Exercise # 9 –Cell Division
Oct 13	Biotech (DNA Fingerprinting)
Oct 15	Biotech (DNA Fingerprinting)
Oct 20	Biotech (SEC) (Ex 10-11Genetics WKS)
Oct 22	Biotech (DNA Extraction Lab)
Oct 27	Biotech (Bacterial Transformation)
Oct 29	Biotech (Bacterial Transformation)
Nov 3	Biotech (PCR Basics Lab) or BioBits
Nov 5	Biotech (PCR Basics Lab) or BioBits
Nov 10	PV92 Informatics PCR Lab
Nov 12	PV92 Informatics PCR Lab
Nov 17	Scientific Inquiry Work Day
Nov 19	Scientific Inquiry Work Day
Nov 24	Scientific Inquiry Group Project Due
Nov 25-27	<i>TG Break</i>
Dec 1	CRISPR Lab
Dec 3	CRISPR Lab

Biol 2401.10H0 Anatomy and Physiology I Fall 2026

Instructor: Dr. Jack Brown
Office: MS 210F
Phone: 903-782-0319
Email: jbrown@parisjc.edu

Meeting Location: MS 101
Meeting Days: MTWR
Meeting Times: 9:30 -10:45

Office Hours: MTWR 11:00 – 12:00 and 1:00 – 4:00; TR F 8:00-12:00 – 1:00-3:00

Course Description:

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

The lab provides a hands-on learning experience for the exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Welsh Connect for Hole's Anatomy and Physiology w/Proctorio+ 16e**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below **before the ORD date of Aug 30th**

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to the required digital materials and will need to purchase them on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation, and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method, and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.

7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Requirements and Evaluation:

4 Unit Exams & 1 Comprehensive Final	40% of course grade
Lab – Virtual MGH Connect	50% of course grade
Bones & Muscles Exam (5% each)	10% of course grade
	100%

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Power of the Final

The Final Exam can replace a missed or low Unit Exam score.

All homework and laboratory assignments will be accepted on the due date. Late work or extensions are not given unless you have a **verifiable and unavoidable** excuse. The last day to drop the course with a grade of W is Thursday, **Oct. 1, 2026**. If circumstances require you to withdraw from this course, you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule

Aug 24 - Introduction to A&P

Aug 25 - Introduction to A&P

Aug 26 - Chemistry of Life

Aug 27 - Chemistry of Life

Aug 31 - The Cell

Sept 1- *Labor Day (No Class)*

Sept. 2- The Cell

Sept. 3- The Cell

Sept. 7- Exam 1

Sept. 8- Cell Metabolism

Sept. 9- Cell Metabolism

Sept 10- Tissues

Sept 14- Tissues

Sept 15- Integument

Sept 16- Integument

Sept 17- Exam 2

Sept 21- Skeletal

Sept 22- Skeletal

Sept 23- Joints (Bones Exam**)**

Sept 24- Muscular System

Sept 28- Muscular System

Sept 29- Exam 3

Sept 30- Nervous System

Oct 1- Nervous System (Get Final Exam Reviews)

Oct 5- Nervous System

Oct 6 - Nervous System

Oct 7 - Nervous System (**Muscles Exam**)

Oct 8- Senses

Oct 9- Senses

Oct 12 - **Exam 4**

Oct 13- Final Exam Review

Oct 14- Final Exam

Laboratory Schedule: Virtual Labs by MGH Connect

Lab Schedule: *Labs will follow the lecture schedule, and all due dates will be apparent in MGH Connect. We will cover this in class and hopefully mix in a few FTF labs or demonstrations.*

Biol 2402.10J0 Anatomy and Physiology II Fall 2026

Instructor: Dr. Jack Brown
Office: MS 210F
Phone: 903-782-0319
Email: jbrown@parisjc.edu

Meeting Location: MS 101
Meeting Days: MTWR
Meeting Times: 9:30 -10:45

Office Hours: MTWR 11:00 – 12:00 and 1:00 – 4:00; TR F 8:00-12:00 – 1:00-3:00

Course Description:

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body, including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

The lab provides a hands-on learning experience for the exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Welsh Connect for Hole's Anatomy and Physiology w/Proctorio+ 16e**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

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Upon successful completion of this course, students will:

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Upon successful completion of this course, students will:

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Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis

prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

Paris Junior College's policy is to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. The student is responsible for arranging an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. Please refer to the Paris Junior College Catalog or Student Handbook for more information.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that cannot be explained by another cause. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help and emphasize that help and resources are available on campus and in the community. It also supports Texas higher education institutions in partially meeting the legal requirements of 88(R) SB 532, passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedules:

Oct 19 – Introduction
Oct 20 - Endocrine
Oct 21 - Endocrine
Oct 22 – Blood
Oct 26 - Blood
Oct 27 – Cardiovascular
Oct 28 – Cardiovascular
Oct 29 – **Exam 1**
Nov 2 – Lymphatic and Immunity
Nov 3 - Lymphatic and Immunity
Nov 4 –Digestive
Nov 5 - Digestive
Nov 9 - Nutrition and Metabolism
Nov 10 - Nutrition and Metabolism
Nov 11 – **Exam 2**
Nov 12 – Respiratory
Nov 16 – Respiratory
Nov 17 – Urinary
Nov 18 – Urinary
Nov 19 - Water, Electrolyte, and Acid-Base Balance
Nov 23- Water, Electrolyte, and Acid-Base Balance
Nov 24 – **Exam 3**
Nov 25-27 – NO CLASS Happy Thanksgiving
Nov 30 – Reproductive
Dec 1 – Reproductive
Dec 2- Pregnancy, Growth, and Development
Dec 3 – Genetics
Dec 7 – Genetics
Dec 8 – **Exam 4**
Dec 9 - Final Exam Review
Dec 10 – **Proctored Final Exam**

Laboratory Schedule: Virtual Labs by MGH Connect

Lab Schedule: *Labs will follow the lecture schedule, and all due dates will be apparent in MGH Connect. We will cover this in class and hopefully mix in a few FTF labs or demonstrations.*

Biol 2420.10G0
Microbiology for Non-Science Majors
Spring 2026

Instructor: Gregory Potts

Office: MS 210E

Phone: 903-782-0332

Email: gpotts@parisjc.edu

Office Hours: MTWR 8:30 – 10:30 am and 1:30 pm – 4:30 pm

Meeting Location: MS 209

Meeting Days: TR

Meeting Times: 11:00 am – 12:15 pm

Course Description:

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It introduces historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health.

The lab covers the basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other pre-allied health majors and covers the basics of microbiology. Emphasis is on medical microbiology, infectious diseases, and public health.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Required Course Materials

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect - **Biol 2420 – Cowan: Connect for Microbiology Fundamentals w/Proctorio+ 4e**. You will be able to access the textbook and learning materials directly through Blackboard Ultra. If you do not want to participate in the Dragon Now Program and would prefer to procure your required course materials elsewhere, you must opt out. If you'd like to opt out of this program, please follow the steps below **before the college ORD date of September 9th, 2026**.

If you wish to opt out of this program, please follow the steps below:

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method, and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Describe distinctive characteristics and diverse growth requirements of prokaryotic organisms compared to eukaryotic organisms.
2. Provide examples of the impact of microorganisms on agriculture, environment, ecosystem, energy, and human health, including biofilms.
3. Distinguish between mechanisms of physical and chemical agents to control microbial populations.
4. Explain the unique characteristics of bacterial metabolism and bacterial genetics.
5. Describe the evidence for the evolution of cells, organelles, and major metabolic pathways from early prokaryotes and how phylogenetic trees reflect evolutionary relationships.
6. Compare characteristics and replication of acellular infectious agents (viruses and prions) with characteristics and reproduction of cellular infectious agents (prokaryotes and eukaryotes).
7. Describe functions of host defenses and the immune system in combating infectious diseases and explain how immunizations protect against specific diseases.
8. Explain transmission and virulence mechanisms of cellular and acellular infectious agents.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Use and comply with laboratory safety rules, procedures, and universal precautions.
2. Demonstrate proficient use of a compound light microscope.

3. Describe and prepare widely used stains and wet mounts and discuss their significance in identification of microorganisms.
4. Perform basic microbiology procedures using aseptic techniques for transfer, isolation and observation of commonly encountered, clinically significant bacteria.
5. Use different types of bacterial culture media to grow, isolate, and identify microorganisms.
6. Perform basic bacterial identification procedures using biochemical tests.
7. Estimate the number of microorganisms in a sample using methods such as direct counts, viable plate counts, or spectrophotometric measurements.
8. Demonstrate basic identification protocols based on the microscopic morphology of some common fungi and parasites.

Course Requirements and Evaluation:

40%	Exams – 4 Unit Exams + Final Exam (Unit Exams may be online or in class)
25%	McGraw-Hill Connect Virtual Labs
15%	McGraw-Hill Connect homework assignments, Quizzes - In class or online Activities
20%	Vaccine and Evolution Papers 1-page disease/microbe reports + short presentation (these will be assigned in class) Critical Thinking Assignments

A:	90-100%
B:	80-89%
C:	70-79%
D:	60-69%
E:	59% and under

When registering in MGH Connect, you will need to enter an e-mail and password. Please use your **PJC Dragon E-mail** only and make sure you use a password that you will remember. The link to set up your PJC Dragon Mail is located below if you do not have yours activated yet.

<http://www.parisjc.edu/pjc2/main/activate-dragonmail/>

Much of your course grade will come from the homework, labs, written work, and Unit Exams found in **MGH Connect**. **Nothing in MGH Connect**, including the Exams, **is proctored**, so you may use help to complete these assignments. Many assignments will have more than one attempt, and I will take the highest score in the end, so take advantage of that!

Mid-Term Grades: PJC instructors are required to enter mid-term grades during the semester. These will be turned in on **October 16th, 2026** for this course. Once entered, each student's mid-term grade may be viewed by college personnel with the need to monitor such information as student records, student financial aid, academic advising and counseling, and administrative staff.

Note: Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in, and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working. Please meet with your instructor if you are concerned about your mid-term grades.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Course Policies

Students are expected to conduct themselves as mature adults. You are expected to exhibit civility and patience and to participate in the class as directed by your instructor. You will show respect for your instructor and the other students in the class. Any student who is disruptive will be asked to leave the class. After a conference with the instructor and the director or division chair, the student may be allowed to return to the classroom. Online students need to display the same etiquette as in person students. While the class dynamics may be different it is important to be socially engaged and civil to everyone.

I expect every student to come to class prepared to interact with the instructor and other students by listening, discussing, questioning, and taking notes relating to the topic at hand. All students will need a notebook and pens or pencils Tests must be taken with a #2 pencil. Bring a scan-tron form and your pencil to every test. The required scan-tron can be found in the PJC Book Store, the scan-tron number you need is **#882e**.

Rules for ALL Written Assignments

1. 12 pt type
2. Times New Roman Font
3. Double space
4. Full citation both in the paper and a reference page (APA)
5. 1 in margins

Please note that due to the rise in AI and students using AI to generate written assignments we will conduct the written critical thinking exercises in class using blue books or something very similar. Learning and utilizing AI is a fantastic supplement to learning but cannot replace the need for us to organize our thoughts, think clearly and interpret ideas and concepts. Every student needs to learn to critically evaluate information and students cannot learn to do that by

being reliant on unvetted information and accepting things as true when they may or may not be true.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. Email me with your desire to drop and I will send you instructions on how to initiate the request. The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12th, 2026.

System Requirements for MGH Connect and Browser Test: Use this link to check your computer to ensure you have all that you need to run the Connect Learning System

<https://www.mheducation.com/highered/connect/support.html>

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Students will be informed in class and any changes will also be clearly posted in Blackboard as an announcement.

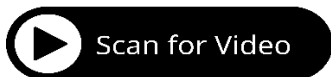
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedules:

Aug 25	Syllabus / Ch 1: Introduction to Microbes
Aug 27	Ch. 3: Bacteria and Archaea
Sept 1	Ch. 4: Eukaryotic Cells and Microorganisms
Sept 3	Ch. 5: Viruses and Prions
Sept 8	Ch. 6: Microbial Nutrition & Growth / Ch. 7: Microbial Metabolism
Sept 10	Ch. 7: Microbial Metabolism / Ch. 8: Microbial Genetics
Sept 15	Exam I Review / Ch. 9: Physical and Chemical Control of Microbes
Sept 17	Exam I Select Topics – Chapters 1, 3, 4, 5, 6, 7, & 8
Sept 22	Ch 9: Physical and Chemical Control /
	Ch. 11 Interactions Between Microbes and Humans
Sept 24	Ch 11: Interactions Between Microbes and Humans
Sept 29	Ch 12: Host Defenses I (NS)
Oct 1	Ch 12: Host Defenses I (NS) / Ch 13: Host Defenses II (Specific)
Oct 6	Ch 13: Host Defenses II (Specific)
Oct 8	Ch 14: Disorder of Immunity / Exam II Review
Oct 13	Exam II – Chapters 9, 11, 12, & 13
Oct 15	Ch 14: Disorder of Immunity /
	Ch 16: Infectious Diseases Affecting the Skin and Eyes
Oct 20	Ch 16: Infectious Diseases Affecting the Skin and Eyes
Oct 22	Ch 17: Infectious Diseases Affecting the Nervous System
Oct 27	Ch 17: Nervous System / Ch. 18 Cardiovascular and Lymphatic
Oct 29	Ch 18: Infectious Diseases Affecting the Cardiovascular and Lymphatic
Nov 3	Exam 3: Ch. 14, 16, 17 & 18
Nov 5	Ch 19: Infectious Diseases Affecting the Respiratory System
Nov 10	Ch 19: Infectious Diseases Affecting the Respiratory System /
	Chapter 20 - Infectious Diseases Affecting the Gastrointestinal Tract
Nov 17	Chapter 20 - Infectious Diseases Affecting the Gastrointestinal Tract
Nov 19	Chapter 21-Infectious Diseases Affecting the Genitourinary Systems
Nov 24	Chapter 22-One Health
Nov 26	Thanksgiving
Dec 1	Exam 4: Ch. 19, 20, 21 & 22
Dec 3	Final Exam Review
Dec 8	Final Exam (Comprehensive)

Laboratory Schedule:

All Laboratory exercises are done using McGraw-Hill Connect and are open from the 1st day of class. Each lab or group of labs have specific due dates. Additional labs may be added at any time during the semester.

Lab 1: Lab Safety – Hand Washing Procedure	Due 9-8
Lab 2: Microscopy – Operation of a Brightfield Microscope	Due 9-8
Lab 3: Microscopy – Oil Immersion	Due 9-8
Lab 4: Effects of Antiseptics and Disinfectants	Due 9-20
Lab 5: Staining – Gram Staining	Due 9-20
Lab 6: Capsule Staining	Due 9-20
Lab 7: Diversity of Microorganisms	Due 9-20
Lab 8: Staining – Spore Staining	Due 10-4
Lab 9: Natural Selection – Antibiotic-resistant Bacteria	Due 10-4
Lab 10: Innate Immunity Overview	Due 10-4
Lab 11: Adaptive Immunity Overview	Due 10-4
Lab 12: Antimicrobial Sensitivity Testing (Kirby-Bauer Method)	Due 10-18
Lab 13: Biochemical Testing – MacConkey Agar	Due 10-18
Lab 14: Microbial Growth - Effects of Temperature	Due 10-18
Lab 15: Microbial Growth – Effects of pH	Due 10-18
Lab 16: Microbial Growth – Oxygen Requirements and Anaerobic Jar	Due 10-18
Lab 17: Microbial Growth – Oxygen requirements and fluid thioglycolate	Due 11-8
Lab 18: Biochemical Testing – CAMP	Due 11-8
Lab 19: Biochemical Testing – Coagulase Test	Due 11-8
Lab 20: Biochemical Testing – Mannitol Salt Agar	Due 11-8
Lab 21: Isolation Methods – Quadrant Streak Plate Method	Due 11-22
Lab 22: Isolation Methods – Quantitative Dilution of Bacteria	Due 11-22
Lab 23: Quantification by Colony Counting	Due 11-22
Lab 24: Unknown Bacterial Identification – Sample #3	Due 11-22
Lab 25: Unknown Bacterial Identification - Sample #4	Due 11-22

BIOL 1408.200
Biology for Non-science Majors I
Fall 2026

Instructor: Kristin Craven
Office: GHS 1611
Phone: 903-453-3665
Email: cravenk@greenvilleisd.com

Meeting Location: GHS 1611
Meeting Days: MTWRF
Tutoring Times: MTW 4:10 – 4:40 PM
Morning by Appointment

Course Description:

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Credits: SCH = 3 lecture and 1 laboratory hours per week, from approved course list

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

Inquiry Into Life, 17th edition, by Sylvia Mader ISBN 9781264654277 provides McGraw-Hill Connect online access card and ebook, A physical textbook is highly recommended but not required. Exams will be given in class and monitored by the teacher. You will need to use the provided laptop or Chromebook computer.

If you wish to opt out of this program, please follow the steps below **before the ORD date of Sept 9**.

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or

observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Describe the characteristics of life.
2. Explain the methods of inquiry used by scientists.
3. Identify the basic requirements of life and the properties of the major molecules needed for life.
4. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
5. Describe the structure of cell membranes and the movement of molecules across a membrane.
6. Identify the substrates, products, and important chemical pathways in metabolism.
7. Identify the principles of inheritance and solve classical genetic problems.
8. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
9. Describe the unity and diversity of life and the evidence for evolution through natural selection.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
2. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
3. Communicate effectively the results of scientific investigations.
4. Describe the characteristics of life.
5. Explain the methods of inquiry used by scientist.
6. Identify the basic properties of substances needed for life.
7. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
8. Describe the structure of cell membranes and the movement of molecules across a membrane.
9. Identify the substrates, products, and important chemical pathways in metabolism.
10. Identify the principles of inheritance and solve classical genetic problems.
11. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
12. Describe the unity and diversity of life and the evidence for evolution through natural selection.

Course Requirements and Evaluation:

Entering Your Course: This course utilizes the McGraw-Hill (MGH) Connect platform to deliver many assignments. These MGH Connect assignments are linked for you in Blackboard. Click on a MGH link, to be directed to Connect where you must **register** for the MGH Connect course. The process of registering is described in detail in the **Start Here folder** in Blackboard. Once you have registered in MGH Connect, you will be able to complete the **Connect Orientation Assignment**. Complete this assignment as soon as possible. In addition, the syllabus quiz must be completed by the official reporting day (ORD), **Sept. 9**, to be counted as present in the course. If you have not completed this assignment by this date you will be **dropped** from the course.

When registering in MGH Connect, you will need to enter an e-mail and password. Use your **PJC Dragon E-mail** and choose a password you will remember. The link to set up your PJC Dragon Mail is located below if you do not have yours activated yet.

<http://www.parisjc.edu/pjc2/main/activate-dragonmail/>

Orientation/Introductory Assignments prepare you to take the course and utilize the online tools.

Metric Quiz is 10 pts and allows for only 1 attempt. This quiz has ten questions. Review the metric system before attempting this quiz. You will be asked to complete various conversions.

Chapter Homework Assignments involve 12 online homework assignments and may include assignments given in class. You have 2 attempts at each assignment. You should complete both attempts because the highest score will be recorded in My Grades of Blackboard and is used to calculate your final course grade. Do these assignments after reading your chapter and try your best on your first attempt. They are not timed and you can do a little work at a time and then return later. Homework assignments are designed to help you study for each chapter and excel on the exams. You may see some similar questions on your unit exams.

Lecture Exams are predominantly multiple choice and true/false, but may include short answer questions as well. These exams will be timed.

Note: *Once you begin a **timed assignment or exam** you cannot stop the time, so be ready and make sure your internet connection is solid. Do not think you can close out and come back later! Likewise, there will not be time to search for answers. Before beginning the exam, you should study and be familiar with the concepts presented. The test stops when the time ends, regardless of whether all questions have been answered.*

Unit Exams & Comprehensive Final	35% of course grade
Labs – Online and in-person	35% of course grade
Quizzes and Homework	30% of course grade

Mid-Term Grades: PJC instructors must enter mid-term grades during the ninth week of the semester. Each student's mid-term grade may be viewed by College personnel with the need to monitor such information as student records, student financial aid, academic advising and counseling, and administrative staff.

Note: Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in, and they do not impact your GPA. They are simply a measurement the student can use to take stock of what may or may not be working. Please meet with your instructor if you are concerned about your midterm grades.

Power of the Final

The Final Exam can replace a missed or low Unit Exam score.

All homework and laboratory assignments will be accepted on the due date. Late work or extensions are not given unless you have a **verifiable and unavoidable** excuse. The last day to drop the course with a grade of W is **November 13, 2025**. If circumstances require you to withdraw from this course, you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Tips/Time: This course will require a significant time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace but please do not let due dates approach and assume you can get the work done in a day or two. Your course is set up into 6 main units and a final exam. You can see when all assignments open and close in MGH Connect but the basic overview is also detailed in this syllabus. In a standard unit, you will have 2 chapters to cover, read and study each (take notes and pay attention to bold terms), complete the homework assignment with each chapter, complete the labs for each unit, and the unit exam covering the 2 chapters. Plan a good schedule for

when you want to complete each well before the due date.

Grading Scale:

Points	Letter Grade
900 – 1000	A
800 – 899	B
700 – 799	C
600 – 699	D
0 – 599	F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on September 5, 2026.. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Insert faculty procedures for class management

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 12, 2026**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

- Your symptoms are getting better overall, and
- You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.

Course Schedule:

Unit	Lesson	Lecture	Lab
1	1	• Ch 2 Homework: Molecules • Ch.2 Quiz	Safety Lab Ph Balance Labs
1	2	• Ch 3 Homework: Cell Structure • Ch. 3 Quiz	Metric Measurements Lab Cell Structure Lab
1		• Unit 1 Exam (ch 2 & 3)	
2	3	• Ch 4 Homework: Cell Membranes • Ch. 4 Quiz	Diffusion and Osmosis Labs Membrane Transport Labs
2	4	• Ch 5 Homework: Cell Division • Ch 5 Quiz	Cell Division Labs
2		• Unit 2 Exam (ch 4 & 5)	
3	5	• Ch 6 Homework: Metabolism • Ch 6 Quiz	Enzymes Labs
3	6	• Ch 7 Homework: Cell Respiration • Ch 7 Quiz	Cell Respiration Labs
3		• Unit 3 Exam (ch 6 & 7)	

4	7	• Ch 8 Homework: Photosynthesis • Ch 8 Quiz	Photosynthesis Labs
4	8	• Ch 9: Homework: Plants • Ch 9 Quiz	Plants Labs
4		• Unit 4 Exam (ch 8 & 9)	
5	9	• Ch 23 Homework: Inheritance • Ch 23 Quiz	Mendelian Genetics Labs Bacterial Genetics Labs
5	10	• Ch 24 Homework: Chromosomes • Ch 24 Quiz	DNA Biology Labs
5		• Unit 5 Exam (ch 23 & 24)	
6	11	• Ch 25 Homework: DNA • Ch 25 Quiz	Human Genetics Labs
6	12	• Ch 26 Homework: Biotechnology • Ch 26 Quiz	Biotechnology and Bacterial Genetics Labs
6		• Unit 6 Exam (25 & 26)	
		• Comprehensive Final Exam	

The syllabus and course schedule are subject to change.

Biol 2402.20D1- Anatomy and Physiology II Fall 2026

Instructor: Cheryl Anderson, MS
Office: Online
Phone: NA
Email: canderson@parisjc.edu

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Office Hours: Online

Course Description:

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

The lab provides a learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). *Credits: SCH = 4 (3 Lecture and 1 Lab)*

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Welsh Connect for Hole's Anatomy and Physiology w/Proctorio+ 16e**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below **before the ORD date of September 9, 2026**.

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to the required digital materials and will need to purchase them on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation, and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method, and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Requirements and Evaluation:

Entering Your Course: This course utilizes the MGH Connect platform to deliver the assignments. I have linked you to these MGH Connect assignments in Blackboard. Your first assignments are the **MGH Connect Introductions**, where you will be directed to Connect and must **register** for the MGH Connect course and begin these assignments. You **must** complete these assignments by **September 8th at 11:59 PM**, prior to the college's official reporting Day (ORD) of September 9th, to be counted as present in the course. *You will be dropped from the course if you have not signed in and have not begun work in MGH Connect by this date.*

4 Unit Exams (All Proctored)	50% of course grade
MGH Connect Assignments (SB, HW, VL, APR, etc)	50% of course grade
	100%

Proctorio Exam Proctoring:

- Webcam and audio required for all exams
- Photo ID (Driver's license, passport, college/university ID, or military ID)
- You must download the Proctorio App
- Make sure you allow your webcam to allow Proctorio access to it

Proctorio is a remote proctoring and browser locking program that promotes the academic integrity of exams. **All major Unit exams** will use this program with the settings described below. You **must have a webcam** on your computer to take your exams.

A good overview video for Proctorio has been assigned to you in MGH Connect. Please review the setup and system requirements for Proctorio below, and make sure you have them before taking your first proctored exam

For the best experience, we recommend you use Microsoft Edge or Google Chrome

<https://proctorio.com/support#settingUp>

Minimum System Requirements

<https://proctorio.com/support#minReqs>

<https://proctorio.com/support#faq>

Please review the settings and requirements for your exams below.

Proctorio will:

Record video and audio from the test-taker's webcam during the exam. The system uses artificial intelligence monitoring to flag suspicious behaviors. The exam footage will be available to the professor after the exam.

- Control whether test takers can access other tabs or programs. Proctorio will block the use of other programs during the exam, other websites, and different monitors.
- Prevent content from entering or leaving the exam. Proctorio will disable the clipboard, disable the right click of your mouse, and disable printing. Proctorio will also record your computer screen during the exam.

Additional Considerations:

- Please focus on your exam and **avoid looking away** from the screen for extended periods.
- **NEVER** exit the exam once you begin. This will show multiple attempts on my end, and you could lose credit on the exam. Proctorio gives feedback to the instructor on your internet connection status during the exam. If you log out and say it was because of a bad connection, but the system showed no evidence of a slow or bad connection, this could be counted as cheating.
- Cell phone or tablet use is **strictly prohibited** during the exam!
- Notes/Books of any kind are **not allowed** on the exam.
- Treat all exams as you would an in-person exam that allows **no use of help** in any form during the exam.

- Any McGraw-Hill Connect assignment labeled "Proctored" utilizes the settings above and disallows the use of any extra help of any kind during the exam! Violating any of the requirements above will result in a zero on your exam. Suspicious activity caught by your webcam may also result in a zero if there is evidence of cheating, such as using notes, books, cell phones, etc., during an exam. Therefore, focusing on your exam and putting away all notes, books, and cell phones before beginning the exam is essential.
- Make sure you are fully in view of the webcam during the exam.

All homework and laboratory assignments will be accepted on the due date. Late work or extensions are not given unless you have a **verifiable and unavoidable** excuse. The last day to drop the course with a grade of W is **Thursday, November 12, 2026**. If circumstances require you to withdraw from this course, you must do so by that date. **Failure to officially withdraw will result in your receiving a grade of F.**

Required Activity:

All students must complete the first four Connect Assignments by **11:59 p.m. September 8th**. This is prior to the official reporting day (ORD) which is September 9th. Completion of these assignments serves as verification of course participation. Students who do not complete the assignments by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

All assignments must be done by the due dates set, so please stay on top of assignments and **avoid procrastination**. I will only reopen assignments if the Connect system or Blackboard has issues or in unavoidable and verifiable cases that I approve of individually, such as an unexpected hospitalization. If you cannot make the due dates, you should drop the class before the final withdrawal date of **November 12th**.

System Requirements for Connect and Browser Test: Use this link to check your computer to ensure you have all that you need to run the Connect Learning System

<https://www.mheducation.com/highered/connect/support.html>

Tips/Time: This course is online and will require a time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace, but please do not let due dates approach and assume you can finish the work in a day or 2. Your course is divided into four central units, covering three chapters each. You can see when all assignments open and close in Blackboard, but this syllabus also covers this. In each unit, you will have 3 chapters,

read and study each (take notes and pay attention to bold terms), complete the Smartbook and homework assignments with each chapter (***many of the questions in the homework will reappear on your unit exams***), complete the virtual labs, APR labs, any written assignments, and the proctored unit exam. Plan a good schedule for when you want to complete each task before the due dates.

You can find the WD from a course option in your MyPJC Account. The last day to drop the course with a grade of W is **November 12, 2026**. If circumstances require you to withdraw from this course, you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Extension Policy: I offer extensions on proctored exams on a case-by-case basis and only if you have a **verifiable and unavoidable** reason, like a hospitalization or something of that nature. I will reopen all of your other assignments in (Units 1-3) for everyone from **August 24th -December 9th**, except for Unit 4 assignments, since they are already open.

You may complete any missed assignments from Units 1-3 during this time. If you missed anything, plan your time well for this reopening opportunity. Take full advantage of it, and recall that I only use the highest score on assignments with more than one attempt, so max them out.

Class Attendance:

Class attendance is critical for the successful completion of this course. Do your best not to miss anything. The assignment start and end due dates are **crystal clear** in your syllabus and Blackboard.

Class Conduct:

Please turn off or silence and put away all electronic devices before entering the classroom/laboratory. Every student should be courteous to others and the instructor in lectures and laboratory experiences. I will not tolerate rudeness, disruptive behavior, or sleeping during class. No threats of violence or obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Academic Honesty:

In the pursuit of learning, students are expected to engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action, such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work. They will forego the right to receive any bonus points for the remainder of the semester. Students suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

Paris Junior College's policy is to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. The student is responsible for arranging an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. Please refer to the Paris Junior College Catalog or Student Handbook for more information.

Illness Policy:

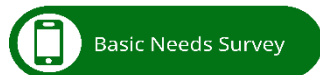
Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that cannot be explained by another cause. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help and emphasize that help and resources are available on campus and in the community. It also supports Texas higher education institutions in partially meeting the legal requirements of 88(R) SB 532, passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedules:

MGH Connect Introductions: These are your 1st assignments to be completed before the ORD date. They are just short tutorials that teach you about how your assignments and proctoring will work and look during the semester. They have unlimited attempts and are open **August 24 - September 8th for credit**, but I will re-open them after ORD for reference.

Proctorio Practice Exam: This practice exam will have the same settings as all of your proctored exams this semester. Make sure you take this practice exam before attempting your first proctored exam in Unit 1. This is a great way to get accustomed to Proctorio and to ensure you have everything you need functioning well on your computer.

Unit 1: Covers Ch 13-15-Endocrine System, Blood, Cardiovascular System

Open from 8/24/26 at 6:00am --- 9/23/26 at 11:59pm

Proctored Unit 1 Exam opens 9/19 closes 9/23

Unit 1 Tips: I suggest reading each chapter first, taking notes on bold terms, and paying careful attention to tables and charts that condense critical concepts in each chapter. Please watch the "How to Read Your Text" video posted in Blackboard.

*After reading, complete the SB assignment for each assigned chapter. There is also a homework assignment for each chapter. I suggest completing them after the SB. Recall that homework has unlimited attempts and that repetition is a key to learning, so take advantage of the extra attempts. Pay special attention to the **questions in each homework** assignment; **many will repeat** on your Unit Exams.*

The Unit Exams are timed and proctored (Proctorio), and you have one attempt. You cannot use help in any form on these exams. Take your time on the virtual labs and APR Labs, follow the instructions well, and you should have no problems with them.

Unit 2: Covers Ch 16-18 - Lymphatic and Immune System, Digestive System, Nutrition

Open from 8/24/26 at 6:00am --- 10/14/26 at 11:59pm

Proctored Unit 2 Exam opens 10/10 —10/14

Unit 2 Tips: Follow the same tips as you did for Unit 1!

Unit 3: Covers Ch 19--21 Respiratory System, Urinary System, Water & Electrolyte Balance

Open 8/24/26 at 6:00am --- 11/11/26 at 11:59pm

Proctored Unit 3 Exam opens 11/7---11/11

Unit 3 Tips: Follow the same tips as you did for Units 1 & 2!

Unit 4: Covers Ch 22-24 Reproductive System, Pregnancy, Genetics

Open 8/24/26 at 6:00am --- 12/9/26 at 11:59pm

Unit 4 Exam opens 12/5 —12/9

Unit 4 Tips: Follow the same tips as you did for Units 1-3!

Planning and investing your time is key to doing well in this course. If you were taking this course in person, you would be in class 2 to 3 days per week with a 3 hour lab. Keep in mind that this is just class time, not outside study time. Keep that in mind and invest your time well.

Biology 1408.20D0/1408.25D0
Biology for Non-Science Majors I
Fall 2026

Instructor: Gregory Potts

Office: MS 210E

Phone: (903) 782-0332

Email: gpotts@parisjc.edu

Office Hours: MTWTh 8:30AM-10:30AM, 1:30PM to 4:30PM

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction

Credits: SCH = 4 (3 Lecture and 1 Lab)

Required Course Materials

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect - for **Biol 1408/1409 – Mader: Connect Inquiry into Life 17e (2025 Release)**. You will be able to access the textbook and learning materials directly through Blackboard Ultra. If you do not want to participate in the Dragon Now Program and would prefer to procure your required course materials elsewhere, you must opt out. If you'd like to opt out of this program, please follow the steps below **before the college ORD date of Sept. 9th, 2026**.

If you wish to opt out of this program, please follow the steps below:

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt-out, you will no longer have access to your textbook and other digital materials required for this course. You must purchase those materials separately to continue the course at a significantly higher cost. (Do not utilize this option! The Dragon Now program is awesome and provides you with instant access to all of your materials.)

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.
2. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis.
3. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.
4. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.
5. Describe karyotyping, pedigrees, and biotechnology and provide an example of the uses of each.
6. Identify parts of a DNA molecule, and describe replication, transcription, and translation.
7. Analyze evidence for evolution and natural selection.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
2. Use critical thinking and scientific problem solving to make informed decisions in the laboratory.
3. Communicate effectively the results of scientific investigations.
4. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.
5. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis.
6. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.

7. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.
8. Identify the importance of karyotypes, pedigrees, and biotechnology.
9. Identify parts of a DNA molecule, and describe replication, transcription, and translation.
10. Analyze evidence for evolution and natural selection.

Course Requirements and Evaluation:

Course Format

This is an inquiry-based lecture course with materials and content delivered using McGraw-Hill's Connect. Students will complete 36 online virtual labs in McGraw-Hill Connect. Each chapter comes with a SmartBook exercise. SmartBook assignments are an important study aid and are required for this course. Additionally, there are 12 homework assignments, one for each chapter we will study this semester, that also must be completed in the on-line portion of the class. There are also 12 quiz assignments, 1 for each chapter as well. Each of the homework assignments have specific due dates and can be taken twice with the student able to update and correct their answers. Quizzes can only be done once, have a 45 minute time limit and may or may not be proctored using McGraw-Hill's Proctorio or Blackboard's Respondus.

It is the student's responsibility to keep track of assignments and labs posted in Blackboard and Connect and to complete them within the allotted time frame. It is very important that students complete each assignment before they are due as McGraw-Hill will record a zero for any assignment not completed and submitted properly. Keep track of your work. Make sure that when you complete an assignment to take a picture with your phone and/or record the grade. We do not want to have any students not rewarded for their diligent work.

There will be 4 lecture exams and 1 final exam along with the smartbook assignments, homework, quizzes and the online virtual labs. Lecture exams will include multiple choice, true-false, matching, short answer and essay questions over any materials covered in class or assigned. Any proctored assignments will be done through **Proctorio** for Connect or through **Blackboard**.

Course Policies:

Any announcements will be made through Blackboard and/or through your PJC email address. Always check your school email as that is the email I am required to use.

Mid-Term Grades: PJC instructors are required to enter mid-term grades during the ninth week of the semester (10-16-26). Once entered, each student's mid-term grade may be viewed by college personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff. Midterm grades do not apply to the summer sessions.

Students are expected to conduct themselves as mature adults. You are expected to exhibit civility and patience and to participate in the class as directed by your instructor. You will show respect for your instructor and the other students in the class. Any student who is disruptive will be asked to leave the class. After a conference with the instructor and the director or division chair, the student may be allowed to return to the classroom. Online students need to display the same etiquette as in person students. While the class dynamics may be different it is important to be socially engaged and civil to everyone.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Grading Criteria

Students will be given the following opportunities to demonstrate knowledge of class material:

Please note that online exams and quizzes will be proctored using Proctorio through Connect or Respondus through Blackboard. You will have to have a web cam and a microphone for this course. Students have had trouble using a Chromebook so use a different computer using Microsoft Edge or Firefox. You can make an appointment with the testing center and use a computer there or you can use one of our great computer labs.

40% Exams - Lecture exams + Final Exam
10% Homework assignments / activities
10% Quizzes
30% Virtual Labs in McGraw-Hill's Connect
10% Smart Book

A: 90-100%
B: 80-89%
C: 70-79%
D: 60-69%
E: 59% and under

Proctored assignments:

All proctored assignments including exams, quizzes and the final are **TIMED and Proctored using McGraw-Hill Proctorio**. Each Exam will consist of similar questions from your chapter homework. It is important to know the information. Please read the chapters and study the material including all diagrams, charts, models, pictures and tables. Once time expires and your exam closes I will not be able to reopen it. See the schedule for the exams' open and close dates. **Plan your attack well**, and never begin an exam late at night on the last day it is due, if you can avoid it! Expect 60-100 questions similar to what you see in the chapter homework and quiz assignments.

Proctorio Exam Proctoring:

- Webcam and audio required for all exams
- Photo ID (Driver's license, passport, college/university ID, or military ID)
- You must download the Proctorio App
- Make sure you allow your webcam to allow Proctorio access to it

Proctorio is a remote proctoring and browser locking program that promotes the academic integrity of exams. All of the proctored assignments will use this program with the settings described below. You **must have a webcam** on your computer to take your exams.

A good overview video for Proctorio has been assigned to you in MGH Connect. Please review the setup and system requirements for Proctorio below, and make sure you have them before taking your first proctored exam

For the best experience, we recommend you use Microsoft Edge or Google Chrome
<https://proctorio.com/support#settingUp>

Minimum System Requirements
<https://proctorio.com/support#minReqs>

<https://proctorio.com/support#faq>

Please review the settings and requirements for your exams below.

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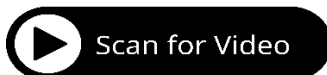
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Week 1: 8-24	Chapter 1: Biology the Study of Life
Week 2: 8-31	Chapter 2: Molecules of Cells
Week 3: 9-7	Chapter 3: Cell Structure
Week 4: 9-14	Exam 1: Ch. 1, 2, & 3 available 9-14-26 until 9-19-26
Week 4: 9-21	Chapter 4: Membrane & Structure
Week 5: 9-28	Chapter 5: Cell Division
Week 6: 10-5	Chapter 6: Metabolism: Energy & Enzymes
Week 7: 10-12	Exam 2: Ch. 4, 5, & 6 available 10-12 until 10-16
Week 8: 10-19	Chapter 7: Cellular Respiration
Week 9: 10-26	Chapter 8: Photosynthesis
Week 10: 11-2	Chapter 23: Patterns of Gene Inheritance
Week 11: 11-9	Exam 3: Ch. 7, 8, & 23 available 11-2 until 11-6
Week 12: 11-16	Chapter 24: Chromosomal Basis of Inheritance
Week 13: 11-23	Chapter 25: DNA Structure & Gene Expression
Week 14: 11-30	Chapter 26: Biotechnology & Genomics Exam 4: Ch. 24, 25 & 26 available 11-30 until 12-4!
Week 15: 12-7	Final Exam available 12-3 until 12-10!!

Table of Assignments

Homework Assignments/Quizzes/Exams

*****Note*** On all assignments pay close attention to the availability and the due date of each assignment.**

All homework, Labs, Quizzes and Smart Book assignments are available beginning on the first day of class 1-13-25; however, each assignment has a specific due date. Make sure to get the work completed and submitted before the due date elapses. If an assignment is due on 1-18-25 at 10 pm then submission at 11:00 pm means McGraw-Hill will automatically give you a

zero for all work not completed before the cutoff time/date. If you cannot get an assignment done before the cutoff time/date let me know immediately and we can work out something. Do not do an assignment after the due date without discussing the situation with me first. Keep good records of your grades and email me with any discrepancies. Everyone deserves full credit for their work. All proctored exams and quizzes will be done through Proctorio on Connect or through Blackboard Respondus. Due dates are subject to change depending upon class circumstances. Any assignment not attempted will be counted as a zero. Smartbook assignments and Homework assignments comprise a significant portion of the grade so be advised to do these in a timely manner and not procrastinate. +

Unit I	Available	/	Date Due	Grade
SmartBook Ch. 1	8-24	/	9-13	_____
Homework Ch. 1	8-24	/	9-13	_____
Quiz Ch. 1	8-24	/	9-13	_____
SmartBook Ch. 2	8-24	/	9-13	_____
Homework Ch. 2	8-24	/	9-13	_____
Quiz Ch. 2	8-24	/	9-13	_____
SmartBook Ch. 3	8-24	/	9-13	_____
Homework Ch. 3	8-24	/	9-13	_____
Quiz Ch. 3	8-24	/	9-13	_____
Unit I Exam	*****Available Sept. 14th to Sept. 19th****			_____

Unit II

SmartBook Ch. 4	8-24	/	10-11	_____
Homework Ch. 4	8-24	/	10-11	_____
Quiz Ch. 4	8-24	/	10-11	_____
SmartBook Ch. 5	8-24	/	10-11	_____
Homework Ch. 5	8-24	/	10-11	_____
Quiz Ch. 5	8-24	/	10-11	_____
SmartBook Ch. 6	8-24	/	10-11	_____
Homework Ch. 6	8-24	/	10-11	_____
Quiz Ch. 6	8-24	/	10-11	_____
Unit II Exam	*****Available Oct. 12th to Oct. 16th *****			_____

Unit III

SmartBook Ch. 7	8-24	/	11-1	_____
Homework Ch. 7	8-24	/	11-1	_____
Quiz Ch. 7	8-24	/	11-1	_____
SmartBook Ch. 8	8-24	/	11-1	_____
Homework Ch. 8	8-24	/	11-1	_____
Quiz Ch. 8	8-24	/	11-1	_____
SmartBook Ch. 23	8-24	/	11-1	_____
Homework Ch. 23	8-24	/	11-1	_____
Quiz Ch. 23	8-24	/	11-1	_____
Unit III Exam	*****Available Nov. 2nd to Nov. 6th*****			_____

Unit IV

SmartBook Ch. 24	8-24	/	11-29	_____
Homework Ch. 24	8-24	/	11-29	_____
Quiz Ch. 24	8-24	/	11-29	_____
SmartBook Ch. 25	8-24	/	11-29	_____
Homework Ch. 25	8-24	/	11-29	_____
Quiz Ch. 25	8-24	/	11-29	_____
SmartBook Ch. 26	8-24	/	11-29	_____
Homework Ch. 26	8-24	/	11-29	_____
Quiz Ch. 26	8-24	/	11-29	_____
Unit IV Exam	*****Available Nov. 30th until Dec. 4th *****			_____
Final Exam	*****Available Dec. 2nd until Dec. 9th *****			_____

Online Lab Schedule

Laboratory Exercises	Available	/	Date Due	Grade
1. Virtual Lab Tutorial	8-24	/	9-8	_____
2. Lab Safety - Hand Washing	8-24	/	9-8	_____
3. Lab Safety – Personal Safety	8-24	/	9-8	_____
4. Metric Measurement – Length	8-24	/	9-20	_____
5. Metric Measurement – Temperature	8-24	/	9-20	_____
6. Metric Measurement - Volume	8-24	/	9-20	_____
7. Metric Measurement – Weight	8-24	/	9-20	_____
8. Applying the Scientific Method – Pill Bug	8-24	/	9-20	_____
9. Basic Chemistry for Biology	8-24	/	9-20	_____
10. Basic Chemistry – Properties of Water	8-24	/	9-20	_____
11 Diffusion – Effect of Density Medium	8-24	/	10-4	_____
12. Diffusion – Sel. Permeable Membrane	8-24	/	10-4	_____
13. Cell Structure - Examining Cells	8-24	/	10-4	_____

14. Cell Division - Examining Mitosis	8-24	/	10-4	_____
15. Cell Division - Examining Meiosis	8-24	/	10-4	_____
16. Enzymes – Effect of Concentration	8-24	/	10-4	_____
17. Enzymes – Effect of pH	8-24	/	10-4	_____
18. Enzymes – Effect of Temperature	8-24	/	10-4	_____
19. Enzyme Activity	8-24	/	10-4	_____
20. Cellular Respiration – Energy Production	8-24	/	10-25	_____
21. Cellular Respiration – Yeast Fermentation	8-24	/	10-25	_____
22. Photosynthesis – CO ₂ Uptake	8-24	/	10-25	_____
23. Photosynthesis – Green and Blue Light	8-24	/	10-25	_____
24. Photosynthesis – Rate in White Light	8-24	/	10-25	_____
25. Photosynthetic Pigments	8-24	/	10-25	_____
26. Mendelian Genetics – Monohybrid Cross	8-24	/	10-25	_____
27. Mendelian Genetics – Dihybrid Cross	8-24	/	10-25	_____
28. Mendelian Genetics – X-Linked Cross	8-24	/	10-25	_____
29. Human Genetics – Meiosis	8-24	/	12-6	_____
30. Human Genetics – Inheritance	8-24	/	12-6	_____
31. Bacterial Genetics - PCR	8-24	/	12-6	_____
32. Bacterial Genetics - DNA Profiling	8-24	/	12-6	_____
33. DNA Biology and Technology- ELISA	8-24	/	12-6	_____
34. DNA - Gel Electrophoresis	8-24	/	12-6	_____
35. DNA - Rapid Diagnostic Testing	8-24	/	12-6	_____
36. DNA - Isolation of DNA	8-24	/	12-6	_____

Course # Biol 1409.20D0
Biology for Non-Science Majors II
Fall 2026

Instructor: Gregory Potts

Office: MS 210E

Phone: 903-782-0332

Email: gpotts@parisjc.edu

Office Hours: MTWTH – 8:30 AM to 10:30 AM, 1:30 PM to 4:30 PM

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

Biology 1409 provides a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology.

Credits: SCH = 4 (3 lecture and 1 lab)

Required Course Materials

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect - **Biology 1408/1409 – Mader: Connect Inquiry into Life 2025 Release**. You will be able to access the textbook and learning materials directly through Blackboard Ultra. If you do not want to participate in the Dragon Now Program and would prefer to procure your required course materials elsewhere, you must opt out. If you'd like to opt out of this program, please follow the steps below **before the college ORD date of Sept. 9th, 2026**.

If you wish to opt out of this program, please follow the steps below:

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level):

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Learning Outcomes

Upon successful completion of this course, students will:

1. Understand the Theory of Evolution, the Evidence of Evolution, the processes of Evolution and how this relates to diversity of bacteria, fungi, protists, plants, and animals.
2. Understand concepts of microbiological life forms.
3. Understand concepts of viruses, viroids and prions and how those affect human beings.
4. Be able to describe and understand protists and fungi.
5. Understand basic concepts concerning plants including evolutionary history, vascular and nonvascular plants as well as seed bearing plants
6. Understand evolutionary trends among animals. Understand basic concepts about both invertebrate and vertebrate animals.

7. Understand concepts of behavioral ecology including nature vs. nurture, environmental influences, communication, and how those affect fitness.
8. Understand concepts pertaining to conservation biology including biodiversity, value of biodiversity, threats to biodiversity, conservation and restoration, and how to build a sustainable society.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
2. Use critical thinking and scientific problem solving to make informed decisions in the laboratory.
3. Explore and understand concepts relating to Evolution, Natural Selection, Microscopy, the Scientific Method, Ecosystem Sampling, PH and Cells, Homeostasis and DNA Biology and Technology.

Course Requirements and Evaluation:

Course Format

This is an inquiry-based lecture course with materials and content delivered using McGraw-Hill's Connect. Students will complete online virtual labs in McGraw-Hill Connect. Each chapter comes with a SmartBook exercise. SmartBook assignments are an important study aid and are required for this course. Additionally, there are 12 homework assignments, one for each chapter we will study this semester, that also must be completed in the on-line portion of the class. Each of these homework assignments has specific due dates and can be taken twice with the student able to update and correct their answers.

It is the student's responsibility to keep track of assignments and labs posted in Connect and complete them within the allotted time frame. It is very important that students complete each assignment before they are due as McGraw-Hill will record a zero for any assignment not completed and submitted properly. Keep track of all your work. Make sure that when you complete an assignment to take a picture with your phone and/or record the grade. There is space on the syllabus to record every grade and help you keep track of your assignments. We do not want to have any students not rewarded for their diligent work.

There will be 4 unit exams and 1 final exam along with daily work, homework, online virtual labs, critical thinking exercises and quizzes. Lecture exams will include multiple choice, true-false, matching, short answer and essay questions over any materials covered in class or

assigned. Any proctored assignments will be done through **Proctorio** for Connect or through **Blackboard**. For in-class exams the student will be expected to bring scantron 882-E along with a #2 pencil.

Any announcements will be made through Blackboard and/or through your PJC email address. Always check your school email as that is the email I am required to use.

Course Policies:

Students are expected to conduct themselves as mature adults. You are expected to exhibit civility and patience and to participate in the class as directed by your instructor. You will show respect for your instructor and the other students in the class. Any student who is disruptive will be asked to leave the class. After a conference with the instructor and the director or division chair, the student may be allowed to return to the classroom.

I expect every student to come to class prepared to interact with the instructor and the other students by listening, discussing, questioning and taking notes related to the topic. All students will need a notebook and pens or pencils.

Mid-Term Grades: PJC instructors are required to enter mid-term grades during the ninth week of the semester (10-16-2026). Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Grading Criteria

Students will be given the following opportunities to demonstrate knowledge of class material:

Please note that online exams and quizzes will be proctored using Proctorio through Connect or Respondus through Blackboard. You will have to have a web cam and a microphone for this course. Students have had trouble using a Chromebook so use a different computer using Microsoft Edge or Firefox. You can make an appointment with the testing center and use a computer there or you can use one of our great computer labs.

40% Exams: Lecture exams + Final Exam

25% Homework, quizzes or daily assignments
25% Virtual Labs in McGraw-Hill's Connect
10% Smart Book

A: 90-100%
B: 80-89%
C: 70-79%
D: 60-69%
F: 59% and under

Proctored assignments:

All proctored assignments including exams, quizzes and the final are **TIMED and Proctored using McGraw-Hill Proctorio**. Each Exam will consist of similar questions from your chapter homework. It is important to know the information. Please read the chapters and study the material including all diagrams, charts, models, pictures and tables. Once time expires and your exam closes I will not be able to reopen it. See the schedule for the exams' open and close dates. **Plan your attack well**, and never begin an exam late at night on the last day it is due, if you can avoid it! Expect 60-100 questions similar to what you see in the chapter homework and quiz assignments.

Proctorio Exam Proctoring:

- **Webcam and audio required for all exams**
- **Photo ID (Driver's license, passport, college/university ID, or military ID)**
- **You must download the Proctorio App**
- **Make sure you allow your webcam to allow Proctorio access to it**

Proctorio is a remote proctoring and browser locking program that promotes the academic integrity of exams. All of the proctored assignments will use this program with the settings described below. You **must have a webcam** on your computer to take your exams.

A good overview video for Proctorio has been assigned to you in MGH Connect. Please review the setup and system requirements for Proctorio below, and make sure you have them before taking your first proctored exam

For the best experience, we recommend you use Microsoft Edge or Google Chrome
<https://proctorio.com/support#settingUp>

Minimum System Requirements
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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Any changes will be announced through Blackboard Announcements along with an email sent to the students official PJC email.

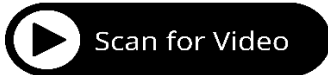
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Table of Assignments

Homework Assignments/Quizzes/Exams

*****Note*** On all assignments pay close attention to the availability and the due date of each assignment.**

All homework-k, Labs, Quizzes and Smart Book assignments are available beginning on the first day of class 8-24-26; however, each assignment has a specific due date. Make sure to get the work completed and submitted before the due date elapses. If an assignment is due on 11-11-26 at 10 pm then submission at 11:00 pm means McGraw-Hill will automatically give you a zero for all work not completed before the cutoff time/date. If you cannot get an assignment done before the cutoff time/date let me know immediately and we can work out something. Do not do an assignment after the due date without discussing the situation with me first. Keep good records of your grades and email me with any discrepancies. Everyone deserves full credit for their work. All proctored exams and quizzes will be done through Proctorio on Connect or through Blackboard Respondus. Due dates are subject to change depending upon class circumstances. Any assignment not attempted will be counted as a zero. Quizzes, Smartbook assignments and Homework assignments comprise a significant portion of the grade so be advised to do these in a timely manner and not procrastinate.

Unit I	Available	/	Date Due	Grade
SmartBook Ch. 27	8-24	/	9-13	
Homework Ch. 27	8-24	/	9-13	
Quiz Ch. 27	8-24	/	9-13	
SmartBook Ch. 28	8-24	/	9-13	
Homework Ch. 28	8-24	/	9-13	
Quiz Ch. 28	8-24	/	9-13	
SmartBook Ch. 29	8-24	/	9-13	
Homework Ch. 29	8-24	/	9-13	
Quiz Ch. 29	8-24	/	9-13	
Unit I Exam	*****September 14 th to September 18 th ****			
Unit II				
SmartBook Ch. 30	8-24	/	10-11	
Homework Ch. 30	8-24	/	10-11	
Quiz Ch. 30	8-24	/	10-11	
SmartBook Ch. 10	8-24	/	10-11	
Homework Ch. 10	8-24	/	10-11	
Quiz Ch. 10	8-24	/	10-11	
SmartBook Ch. 31	8-24	/	10-11	
Homework Ch. 31	8-24	/	10-11	
Quiz Ch. 31	8-24	/	10-11	
Unit II Exam	*****October 12 th to October 16 th *****			

Unit III

SmartBook Ch. 32	8-24	/	11-1	_____
Homework Ch. 32	8-24	/	11-1	_____
Quiz Ch. 32	8-24	/	11-1	_____
SmartBook Ch. 33	8-24	/	11-1	_____
Homework Ch. 33	8-24	/	11-1	_____
Quiz Ch. 33	8-24	/	11-1	_____
SmartBook Ch. 34	8-24	/	11-1	_____
Homework Ch. 34	8-24	/	11-1	_____
Quiz Ch. 34	8-24	/	11-1	_____
Unit III Exam	*****November 2nd to November 6th *****			_____

Unit IV

SmartBook Ch. 35	8-24	/	11-29	_____
Homework Ch. 35	8-24	/	11-29	_____
Quiz Ch. 35	8-24	/	11-29	_____
SmartBook Ch. 36	8-24	/	11-29	_____
Homework Ch. 36	8-24	/	11-29	_____
Quiz Ch. 36	8-24	/	11-29	_____
SmartBook Ch. 37	8-24	/	11-29	_____
Homework Ch. 37	8-24	/	11-29	_____
Quiz Ch. 37	8-24	/	11-29	_____
Unit IV Exam	*****November 30th to December 4th*****			_____

Final Exam ***Available December 2nd to December 8th ******* _____

Laboratory Schedule

***** Please note: All Due dates are final. None will be changed. Do not procrastinate. You have 2 opportunities to complete each lab and all labs are available from the 1st day of class. The lowest lab grade will not be dropped. Each lab not completed results in a zero! *****

1. Virtual Lab Tutorial	Start: 8/24	Due: 9/8	Grade _____
2. Evidence of Evolution: Fossils and Anatomy	Start: 8/24	Due: 9/20	Grade _____
3. Evidence of Evolution: Molecular Evidence	Start: 8/24	Due: 9/20	Grade _____
4. Evidence of Evolution: Phylogeny and Cladistics	Start: 8/24	Due: 9/20	Grade _____
5. Natural Selection: Antibiotic Resistant Bacteria	Start: 8/24	Due: 9/20	Grade _____
6. Natural Selection: Insects	Start: 8/24	Due: 9/20	Grade _____
7. Microscopy: Brightfield Microscope	Start: 8/24	Due: 10/4	Grade _____

8. Microscopy: Oil Immersion	Start: 8/24	Due: 10/4	Grade _____
9. Microscopy: Pond Water Wet Mount	Start: 8/24	Due: 10/4	Grade _____
10. Microscopy: Diversity of Microorganisms	Start: 8/24	Due: 10/4	Grade _____
11. Microscopy: Euglena Wet Mount	Start: 8/24	Due: 10/4	Grade _____
12. Organismal Diversity - Protists	Start: 8/24	Due: 10/18	Grade _____
13. Organismal Diversity - Fungi	Start: 8/24	Due: 10/18	Grade _____
14. Plants: Flowering Plant Anatomy	Start: 8/24	Due: 10/18	Grade _____
15. Plants: Mosses and Ferns	Start: 8/24	Due: 10/18	Grade _____
16. Plants: Gymnosperms	Start: 8/24	Due: 10/18	Grade _____
17. Angiosperm Reproduction	Start: 8/24	Due: 10/18	Grade _____
18. Organismal Diversity - Flatworms, etc.	Start: 8/24	Due: 11/15	Grade _____
19. Organismal Diversity – Sponges & Cnidarians	Start: 8/24	Due: 11/15	Grade _____
20. Population Biology: Growth and Competition	Start: 8/24	Due: 11/22	Grade _____
21. Sampling Ecosystems: Comparing Ecosystems	Start: 8/24	Due: 11/22	Grade _____
22. Sampling Ecosystems: Biological Sampling	Start: 8/24	Due: 11/22	Grade _____
23. Environmental Studies: Climate Change	Start: 8/24	Due: 11/22	Grade _____
24. Environmental Studies: Water Quality	Start: 8/24	Due: 11/22	Grade _____

BUSG 1301.20E0
Introduction to Business
Fall 2026 – Flex A

Instructor: Wanda Duncan

Office: AS 151

Phone: 903.782.0378

Email: wduncan@parisjc.edu

Office Hours: TBA within BlackBoard/DragonMail

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

Fundamental business principles including structure, functions, resources, and operational processes.

3 Credit Hours 3 Lecture Hours 0 Lab Hours

Prerequisite(s): It is highly recommended that the student has computer and/or keyboarding skills or be concurrently enrolled in a computer and/or keyboarding class to successfully complete this course. This course does not attempt to teach basic computer skills.

Associate degree seeking students and Level 2 certificate students **must be** TSI compliant before degree conferral. If applicable, see your counselor / advisor for more information and to schedule the TSI testing.

If Applicable: TSI Requirement

NOTE: ACGM courses typically require TSI compliance or waiver. Associate's degree and Level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Foundations of Business, 8th edition.

Pride/Hughes/Kapoor

Cengage Learning

Inclusive Access: 9780357717967

Inclusive Access is being used for this course which means the cost of course materials are included in the tuition (includes ebook and access to homework assignments).

Do **NOT** "opt out." If you "opt out," you will be responsible for paying for the course materials out of pocket.

You do not have to purchase anything from the PJC Bookstore.

Other Course Materials:

None.

Access to the Internet, e-mail, and Microsoft Office 365 (includes Word, Excel, Access, and PowerPoint) must be installed on your home computer if you work on your assignments at home. If you work on your assignments on campus, the software is already installed on those computers.

Please see BlackBoard “Announcements” for a downloadable link for Microsoft Office 365. If you have trouble downloading the software, please reach out to the IT Help Desk at helpdesk@parisjc.edu.

If you are the only user of your computer, you may store your documents on your hard drive. If you cannot, it is recommended that you buy a USB Flash Memory Drive (jump drive). Try to buy one with at least 1TB of memory which will store all of your documents which can be used for other courses too. You can get the flash drives at WalMart or any other store that sells flash drives. The PJC Bookstore also has them for sale. You can use grant money to buy one at the bookstore.

Basic computer Requirements: Generally, a computer manufactured within the last five years is adequate.

Course Goals and Objectives:

Upon successful completion of this course, the student will have:

1. Identified business functions relating to accounting, management, marketing, and economics
2. Described the relationships of social responsibility, ethics, and law
3. Described the scope of global business enterprise

Student Learning Outcomes:

1. Describe the relationships of social responsibility, ethics, and law
2. Describe the scope of global business enterprise and technology

Course Requirements and Evaluation:

The first assignment is a Syllabus Quiz and an IceBreaker Discussion Board Forum which the student must complete before the Official Reporting Day (**August 31**) to avoid being dropped.

This is an **8-week** course that runs from **August 24** to **October 15**.

This course does not attempt to teach basic use of a computer. All students must be able to search the Internet, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Course will be presented via **BlackBoard** and **MindTap**.

Students are expected to access this course a minimum of three times a week to keep current with course activities.

Student is responsible for the following:

- Purchase required materials
- Access to necessary computer resources
- Read assigned material as on schedule
- Complete all homework assignments on time
- Prepare diligently for quizzes and examinations
- Take quizzes and examinations as scheduled
- **Inquire** if you do not comprehend the material
- Follow the policies set forth in this syllabus and as specified by the college

Due to the type of material that must be covered within this course, students will be required to accomplish an extensive amount of reading, studying and solving homework problems. It is vital

for students not to fall behind as it will be quite challenging to catch up. Students are to be held responsible for learning all the material in the textbook, the information provided in each chapters PowerPoint, and homework problems. Students are encouraged to study with classmates to assist in mastery of the course content.

There is **NO** Final Exam for this course.

Chapter Assessments: All chapter assessments will be completed through BlackBoard where all assessments are linked to **MindTap**. There is no time limit. NO makeup or extra credit will be given. Students should be familiar with the subject matter before attempting the exams. The due date of each chapter and exams are listed in the schedule which can be accessed from the Homepage of your BlackBoard course.

For each assessment you will have **three (3) attempts**. Please read and follow the assessment instructions carefully.

Orientation: Students are expected to read and become familiar with the Syllabus and the course calendar. Students should also become familiar with the content and location of all items in the course.

If a student needs to discuss an assessment or needs help completing assessments, the student should e-mail the Instructor and/or come to the PJC Paris campus for individual instruction with the Instructor. The Instructor is always willing to tutor and/or help in successfully completing the course.

Grades:

Grades are based on a point system for completion of assessments which include assignments, case activities, Parts 1 - 5 You Make the Decision, Buy Now Discussion Board Forum, an introductory BlackBoard Discussion Forum, and a BlackBoard Syllabus Quiz.

All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded.

Successful online learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Office 365.

Letter grades will be assigned based on the following point scale:

688 – 764 = A	90 - 100 = A
611 – 687 = B	80 - 89 = B
535 – 610 = C	70 - 79 = C
458 – 534 = D	60 - 69 = D
0 – 457 = F	0 - 59 = F

The assessments are broken-down as follows:

Syllabus Quiz = 1 assessment

IceBreaker Discussion Board Forum = 1 assessment

Assignments = 14 assessments

Case Activities = 14 assessments

Buy Now Discussion Forum = 1 assessment

Part 1 – 5 You Make the Decision = 5 assessments

Checking your Grade:

To check your grades, click the “Grades” tab. BlackBoard may show only the total number of points possible for each assessment and your score. The total points possible for the course may include work which you have not been assigned yet. To turn any score into a percentage, divide the number of points you received by the number of points possible.

Viewing Grades:

Grades are normally posted in BlackBoard as soon as the assignment is completed or a couple hours thereafter.

All chapter assessments will be completed by logging into **BlackBoard**, select a “chapter,” and then select the “assessment” you are wanting to complete. Once you have selected the assessment, the “**MindTap**” window will appear and you can then begin working on the assessment.

Course Procedures:

- **Microsoft Office 365** and **MindTap** are required for this course.
- A student is expected to be regular and punctual in submitting assignments. Failure to complete required assignments will negatively affect the student's final grade. Deadlines are established at the beginning of the semester.
- Contact your Instructor immediately if an emergency arises and you are unable to submit your work or attend class as required.
- If you find that you cannot complete the course for any reason, contact your Instructor and refer to your college catalog for withdrawal procedures.
- Students must check the course frequently for announcements, and students must actively participate in class discussions.
- Minimum of **10 hours per week** of computer time is required for students to complete assessments. More computer time may be required, depending on your typing speed and computer knowledge.
- See the course schedule for when assignments are due.

Open lab:

AS 152

One-on-one tutoring available (e-mail for an appointment)

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

All assessments and due dates are posted well in advance, so it is reasonable to expect quality work from students submitted well before the due date. If you do not procrastinate, there should be no reason you cannot submit assessments promptly. Plan on turning in all work by the due date – there will be no make-up work or extra credit given.

You will find all the assessments for **MindTap** are linked in BlackBoard.

You must log into BlackBoard to complete all assignments. They must be completed before the due date. You are encouraged to work ahead in case there are questions that may arise.

ChatGPT/AI can only be used for research purposes only. Quoting ChatGPT/AI directly is strictly **prohibited** and will be considered **plagiarism**. If you use ChatGPT/AI as part of your research, remember that you must **cite** it on your resource page.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **October 1**.

All work is completed online. Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities.

- **Check-in on a regular basis.** To be in attendance, you must be on the BlackBoard course Web site at least three (3) out of seven (7) days each week. Being present means you should be involved in any discussions and be current in turning in homework, projects, and assessments. Being present means you check your school e-mail account at least once every day.
- **Verify your course enrollment.** On the first day of the online course complete the IceBreaker Discussion Board and Syllabus Quiz. Students must complete both assignments in each course to verify their course enrollment. **If you do not complete these assignments by ORD, you will be dropped from the course.**
- **Plan on spending at least two hours of work time for every credit hour that the course receives.** As a rule of thumb, colleges assume that you will attend as many hours as are listed in the credit hours, then do homework and prepare in an equivalent number of hours during each week. In an online course, the distinction between attendance and study hours is removed, but the same minimum amount of time is necessary. In actual practice, some courses take many more hours of study.
- **Your Instructor can tell if you are visiting the course site.** There are tools in BlackBoard that allow your Instructor to get general statistics about how often you visit the course site. Sometimes, they can even tell you have visited specific parts.

Students that have never attended class before the Official Reporting Day (ORD) will be withdrawn from the course by the institution. Students enrolled in an online course must “log in” and complete the week one assignment (Syllabus Quiz and IceBreaker Discussion Board) before ORD to be considered an active student or to be considered attending class.

Please consult the Paris Junior College Student Handbook to review all policies and procedures.

Instructor Response and Availability:

The Instructor’s preferred method of contact is e-mail. The Instructor will answer e-mail as soon as possible. If an e-mail was sent Monday – Wednesday, expect a response within 24 hours except for holidays and closures. If you have not heard from the Instructor within a reasonable time frame, please send another e-mail.

If the e-mail was sent Thursday – Sunday, expect an answer on Monday or Tuesday except for holidays and closures.

If you have a question, please be sure to put "BUSG 1301 Question" or "BUSG 1301 Question About" as the subject line of the e-mail message. If you do, you are likely to get a faster response. Please include your name on all correspondence.

Dragonmail is the primary contact e-mail for students. Please check your e-mail daily. In addition, please check "Announcements" in BlackBoard daily.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Netiquette:

Netiquette is another word for online communication guidelines. Netiquette can be summarized by three simple understandings: remember that there is a human being on the other end of your communication, treat that human being with respect, and do not transmit any message that you wouldn't be willing to communicate face to face. Due to the nature of the online environment, here are some things to remember:

1. Be careful what you write about others.
2. Avoid offensive language, especially comments that might be construed as discriminatory.
3. Be careful with humor and sarcasm. One person's humorous comment may push another person's buttons or may even be seen as offensive.
4. Avoid putting words into full capitals. Online, all-caps is considered SHOUTING.
5. Write descriptive subject lines. Some people receive so much email that they begin to delete some messages without viewing them. To avoid this fate, make sure your subject lines are descriptive.
6. Use writing tricks like "emoticons," acronyms, and extra punctuation, but use them judiciously.
7. Respect other people's intellectual property. Don't post, display, or otherwise provide access to materials belonging to others, and cite references as appropriate.
8. Always think before you write. In other words without the use of non-verbal's with your message, your message can be misinterpreted. So please think twice before you hit submit.
9. Keep it relevant. Do not stray from the discussion in the assigned questions.
10. Make sure that you are using appropriate grammar and structure. In other words, I don't want to see anyone writing "R U" instead of "are you". There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. **Two (2) Points will be deducted for grammatical errors, punctuation errors, spelling errors, or any other errors found in an assessment.**
11. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others

will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the methods listed below.

- a) Student email
- b) BlackBoard announcement
- c) In class announcement

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

For computer or log in issues please contact Tech Support at techsupport@parisjc.edu

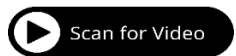
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Important Dates:

Official Report Date is **August 31**.

Last Day to Drop Classes with a "W" is **October 1**.

Labor Day Holiday is **September 7**.

Final Exam is **October 12 - 15**.

All assignments must be completed by **11:59 p.m., Wednesday, October 14**.

Course Schedule:

Week 1:	IceBreaker Discussion Board Syllabus Quiz Chapter 1: Exploring the World of Business and Economics Chapter 2: Ethics and Social Responsibility in Business
Week 2:	Chapter 3: Global Business Part 1 You Make the Decision Chapter 4: Choosing a Form of Business Ownership
Week 3:	Chapter 5: Small Business, Entrepreneurship, and Franchises Part 2 You Make the Decision Chapter 6: Understanding the Management Process
Week 4:	Chapter 7: Creating a Flexible Organization Chapter 8: Producing Quality Goods and Services
Week 5:	Part 3 You Make the Decision Chapter 9: Attracting and Retaining the Best Employees Chapter 10: Motivating and Satisfying Employees
Week 6:	Part 4 You Make the Decision Chapter 11: Building Customer Relationships Through Effective Marketing Chapter 12: Creating and Pricing Products that Satisfy Customers
Week 7:	Chapter 13: Distributing and Promoting Products Part 5 You Make the Decision Chapter 14: Exploring Social Media and e-Business
Week 8:	Buy Now Discussion Board Forum

BUSI 1301.20E1
Business Principles
Fall 2026 – Flex A

Instructor: Tasha Whitaker & Wanda Duncan
Office: AC 103
Phone: 903.782.0430
Email: twhitaker@parisjc.edu
Office Hours: TBA within BlackBoard/DragonMail

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

Fundamental business principles including structure, functions, resources, and operational processes. The student will identify business functions of accounting, management, marketing, and economics; and describe the relationships of social responsibility, ethics, and law; and describe the scope of global business enterprise.

3 Credit Hours 3 Lecture Hours 0 Lab Hours

Prerequisite(s): It is highly recommended that the student has computer and/or keyboarding skills or be concurrently enrolled in a computer and/or keyboarding class to successfully complete this course. This course does not attempt to teach basic computer skills.

Associate degree seeking students and Level 2 certificate students **must be** TSI compliant before degree conferral. If applicable, see your counselor / advisor for more information and to schedule the TSI testing.

If Applicable: TSI Requirement

NOTE: ACGM courses typically require TSI compliance or waiver. Associate's degree and Level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Foundations of Business, 8th edition.
Pride/Hughes/Kapoor
Cengage Learning
Inclusive Access: 9780357717967

Inclusive Access is being used for this course which means the cost of course materials are included in the tuition (includes ebook and access to homework assignments).

Do **NOT** "opt out." If you "opt out," you will be responsible for paying for the course materials out of pocket.

You do not have to purchase anything from the PJC Bookstore.

Other Course Materials:

None.

Access to the Internet, e-mail, and Microsoft Office 365 (includes Word, Excel, Access, and PowerPoint) must be installed on your home computer if you work on your assignments at home. If you work on your assignments on campus, the software is already installed on those computers.

Please see BlackBoard “Announcements” for a downloadable link for Microsoft Office 365. If you have trouble downloading the software, please reach out to the IT Help Desk at helpdesk@parisjc.edu.

If you are the only user of your computer, you may store your documents on your hard drive. If you cannot, it is recommended that you buy a USB Flash Memory Drive (jump drive). Try to buy one with at least 1TB of memory which will store all of your documents which can be used for other courses too. You can get the flash drives at WalMart or any other store that sells flash drives. The PJC Bookstore also has them for sale. You can use grant money to buy one at the bookstore.

Basic computer Requirements: Generally, a computer manufactured within the last five years is adequate.

Course Goals and Objectives:

Upon successful completion of this course, the student will have:

1. Identified business functions relating to accounting, management, marketing, and economics
2. Described the relationships of social responsibility, ethics, and law
3. Described the scope of global business enterprise

Student Learning Outcomes:

1. Evaluated the business functions including structure, functions, resources, and operational processes
2. Demonstrated proficiency using industry application software
3. Applied business concepts, practices, and/or techniques or ethical principles to effectively manage an organization

Course Requirements and Evaluation:

The first assignment is a Syllabus Quiz and an IceBreaker Discussion Board Forum which the student must complete before the Official Reporting Day (**August 31**) to avoid being dropped.

This is an **8-week** course that runs from **August 24** to **October 15**.

This course does not attempt to teach basic use of a computer. All students must be able to search the Internet, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Course will be presented via **BlackBoard** and **MindTap**.

Students are expected to access this course a minimum of three times a week to keep current with course activities.

Student is responsible for the following:

- Purchase required materials
- Access to necessary computer resources
- Read assigned material as on schedule
- Complete all homework assignments on time
- Prepare diligently for quizzes and examinations
- Take quizzes and examinations as scheduled
- **Inquire** if you do not comprehend the material
- Follow the policies set forth in this syllabus and as specified by the college

Due to the type of material that must be covered within this course, students will be required to accomplish an extensive amount of reading, studying and solving homework problems. It is vital for students not to fall behind as it will be quite challenging to catch up. Students are to be held responsible for learning all the material in the textbook, the information provided in each chapters PowerPoint, and homework problems. Students are encouraged to study with classmates to assist in mastery of the course content.

There is **NO** Final Exam for this course.

Chapter Assessments: All chapter assessments will be completed through BlackBoard where all assessments are linked to **MindTap**. There is no time limit. NO makeup or extra credit will be given. Students should be familiar with the subject matter before attempting the exams. The due date of each chapter and exams are listed in the schedule which can be accessed from the Homepage of your BlackBoard course.

For each assessment you will have **three (3) attempts**. Please read and follow the assessment instructions carefully.

Orientation: Students are expected to read and become familiar with the Syllabus and the course calendar. Students should also become familiar with the content and location of all items in the course.

If a student needs to discuss an assessment or needs help completing assessments, the student should e-mail the Instructor and/or come to the PJC Paris campus for individual instruction with the Instructor. The Instructor is always willing to tutor and/or help in successfully completing the course.

Grades:

Grades are based on a point system for completion of assessments which include assignments, case activities, Parts 1 - 5 You Make the Decision, Buy Now Discussion Board Forum, an introductory BlackBoard Discussion Forum, and a BlackBoard Syllabus Quiz.

All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded.

Successful online learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Office 365.

Letter grades will be assigned based on the following point scale:

688 – 764 = A	90 - 100 = A
611 – 687 = B	80 - 89 = B
535 – 610 = C	70 - 79 = C
458 – 534 = D	60 - 69 = D
0 – 457 = F	0 - 59 = F

The assessments are broken-down as follows:

Syllabus Quiz = 1 assessment

IceBreaker Discussion Board Forum = 1 assessment

Assignments = 14 assessments
Case Activities = 14 assessments
Buy Now Discussion Forum = 1 assessment
Part 1 – 5 You Make the Decision = 5 assessments

Checking your Grade:

To check your grades, click the “Grades” tab. BlackBoard may show only the total number of points possible for each assessment and your score. The total points possible for the course may include work which you have not been assigned yet. To turn any score into a percentage, divide the number of points you received by the number of points possible.

Viewing Grades:

Grades are normally posted in BlackBoard as soon as the assignment is completed or a couple hours thereafter.

All chapter assessments will be completed by logging into **BlackBoard**, select a “chapter,” and then select the “assessment” you are wanting to complete. Once you have selected the assessment, the “**MindTap**” window will appear and you can then begin working on the assessment.

Course Procedures:

- **Microsoft Office 365** and **MindTap** are required for this course.
- A student is expected to be regular and punctual in submitting assignments. Failure to complete required assignments will negatively affect the student’s final grade. Deadlines are established at the beginning of the semester.
- Contact your Instructor immediately if an emergency arises and you are unable to submit your work or attend class as required.
- If you find that you cannot complete the course for any reason, contact your Instructor and refer to your college catalog for withdrawal procedures.
- Students must check the course frequently for announcements, and students must actively participate in class discussions.
- Minimum of **10 hours per week** of computer time is required for students to complete assessments. More computer time may be required, depending on your typing speed and computer knowledge.
- See the course schedule for when assignments are due.

Open lab:

AS 152

One-on-one tutoring available (e-mail for an appointment)

Required Activity:

All students must complete the First Assignment located in the “Course Content” section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

All assessments and due dates are posted well in advance, so it is reasonable to expect quality work from students submitted well before the due date. If you do not procrastinate, there should

be no reason you cannot submit assessments promptly. Plan on turning in all work by the due date – there will be no make-up work or extra credit given.

You will find all the assessments for **MindTap** are linked in BlackBoard.

You must log into BlackBoard to complete all assignments. They must be completed before the due date. You are encouraged to work ahead in case there are questions that may arise.

ChatGPT/AI can only be used for research purposes only. Quoting ChatGPT/AI directly is strictly **prohibited** and will be considered **plagiarism**. If you use ChatGPT/AI as part of your research, remember that you must **cite** it on your resource page.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **October 1**.

All work is completed online. Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities.

- **Check-in on a regular basis.** To be in attendance, you must be on the BlackBoard course Web site at least three (3) out of seven (7) days each week. Being present means you should be involved in any discussions and be current in turning in homework, projects, and assessments. Being present means you check your school e-mail account at least once every day.
- **Verify your course enrollment.** On the first day of the online course complete the IceBreaker Discussion Board and Syllabus Quiz. Students must complete both assignments in each course to verify their course enrollment. **If you do not complete these assignments by ORD, you will be dropped from the course.**
- **Plan on spending at least two hours of work time for every credit hour that the course receives.** As a rule of thumb, colleges assume that you will attend as many hours as are listed in the credit hours, then do homework and prepare in an equivalent number of hours during each week. In an online course, the distinction between attendance and study hours is removed, but the same minimum amount of time is necessary. In actual practice, some courses take many more hours of study.
- **Your Instructor can tell if you are visiting the course site.** There are tools in BlackBoard that allow your Instructor to get general statistics about how often you visit the course site. Sometimes, they can even tell you have visited specific parts.

Students that have never attended class before the Official Reporting Day (ORD) will be withdrawn from the course by the institution. Students enrolled in an online course must “log in” and complete the week one assignment (Syllabus Quiz and IceBreaker Discussion Board) before ORD to be considered an active student or to be considered attending class.

Please consult the Paris Junior College Student Handbook to review all policies and procedures.

Instructor Response and Availability:

The Instructor’s preferred method of contact is e-mail. The Instructor will answer e-mail as soon as possible. If an e-mail was sent Monday – Wednesday, expect a response within 24 hours

except for holidays and closures. If you have not heard from the Instructor within a reasonable time frame, please send another e-mail.

If the e-mail was sent Thursday – Sunday, expect an answer on Monday or Tuesday except for holidays and closures.

If you have a question, please be sure to put “BUSI 1301 Question” or “BUSI 1301 Question About” as the subject line of the e-mail message. If you do, you are likely to get a faster response. Please include your name on all correspondence.

Dragonmail is the primary contact e-mail for students. Please check your e-mail daily. In addition, please check “Announcements” in BlackBoard daily.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Netiquette:

Netiquette is another word for online communication guidelines. Netiquette can be summarized by three simple understandings: remember that there is a human being on the other end of your communication, treat that human being with respect, and do not transmit any message that you wouldn't be willing to communicate face to face. Due to the nature of the online environment, here are some things to remember:

1. Be careful what you write about others.
2. Avoid offensive language, especially comments that might be construed as discriminatory.
3. Be careful with humor and sarcasm. One person's humorous comment may push another person's buttons or may even be seen as offensive.
4. Avoid putting words into full capitals. Online, all-caps is considered SHOUTING.
5. Write descriptive subject lines. Some people receive so much email that they begin to delete some messages without viewing them. To avoid this fate, make sure your subject lines are descriptive.
6. Use writing tricks like "emoticons," acronyms, and extra punctuation, but use them judiciously.
7. Respect other people's intellectual property. Don't post, display, or otherwise provide access to materials belonging to others, and cite references as appropriate.
8. Always think before you write. In other words without the use of non-verbal's with your message, your message can be misinterpreted. So please think twice before you hit submit.
9. Keep it relevant. Do not stray from the discussion in the assigned questions.
10. Make sure that you are using appropriate grammar and structure. In other words, I don't want to see anyone writing “R U” instead of “are you”. There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. **Two (2) Points will be deducted for grammatical errors, punctuation errors, spelling errors, or any other errors found in an assessment.**
11. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not

in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the methods listed below.

- a) Student email
- b) BlackBoard announcement
- c) In class announcement

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

For computer or log in issues please contact Tech Support at techsupport@parisjc.edu

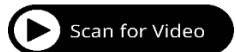
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Important Dates:

Official Report Date is **August 31**.

Last Day to Drop Classes with a "W" is **October 1**.

Labor Day Holiday is **September 7**.

Final Exam is **October 12 - 15**.

All assignments must be completed by **11:59 p.m., Wednesday, October 14**.

Course Schedule:

Week 1:	IceBreaker Discussion Board Syllabus Quiz Chapter 1: Exploring the World of Business and Economics Chapter 2: Ethics and Social Responsibility in Business
Week 2:	Chapter 3: Global Business Part 1 You Make the Decision Chapter 4: Choosing a Form of Business Ownership
Week 3:	Chapter 5: Small Business, Entrepreneurship, and Franchises Part 2 You Make the Decision Chapter 6: Understanding the Management Process
Week 4:	Chapter 7: Creating a Flexible Organization Chapter 8: Producing Quality Goods and Services
Week 5:	Part 3 You Make the Decision Chapter 9: Attracting and Retaining the Best Employees Chapter 10: Motivating and Satisfying Employees
Week 6:	Part 4 You Make the Decision Chapter 11: Building Customer Relationships Through Effective Marketing Chapter 12: Creating and Pricing Products that Satisfy Customers
Week 7:	Chapter 13: Distributing and Promoting Products Part 5 You Make the Decision Chapter 14: Exploring Social Media and e-Business
Week 8:	Buy Now Discussion Board Forum

Instructor: Mario Munguia Jr
Email: mmunguia@parisjc.edu
mario.munguia.art@gmail.com

Meeting Location: Paris, Art Building, 113
Meeting Days: TR
Meeting Times: 5:00 - 8:00 PM

This is a 16 week, regular semester course. Semester starts August 24th, ends December 10th.

Course Description:

Ceramics 1: The class will function as an introductory course to working with clay/ceramic and will include learning about the properties of the material, surveying a history of ceramics predominantly in art, and build foundational skills through multiple artworks/assignments. The hands-on learning environment will allow students to reflect individually and encourage discussion among peers to develop a new way of creative thinking and problem solving. Hard work, dedication, and a constantly fluid yet receptive mind will be expected to produce significant results to satisfy the objectives for this course.

Ceramics 2: Returning students will develop their own independent studio practice and pursue topics and techniques of interest. Advanced students will meet with the instructor to set goals for the semester reflecting student ambitions in relation to learning or pursuing an art degree.

Required Textbook(s) and Materials:

No textbook required

Course Goals and Objectives:

Introduce fundamentals of working with clay:

- o hand building techniques
- o wheel-throwing
- o develop knowledge of firing processes
- o glaze application
- Discuss ceramics as art practice and art theory
- Promote self-motivated studio practice and the development of original ideas
- Generate exposure to working in the ceramic field through lectures, special presentations, possible trips, and workshop participation

Paris Junior College, Associate of Arts (AA) Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. **Communication & Expression** — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. **Critical & Creative Thinking** — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities & Cultural Literacy** — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. **Information Literacy** — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. **Personal & Civic Responsibility** — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

IMPORTANT SEMESTER DATES FOR FALL 2026

	REGULAR SEMESTER 08/24/26 - 12/11/26	FIRST 8 WEEK TERM 08/24/26 -10/16/26	SECOND 8 WEEK TERM 10/19/26 - 12/11/26	WINTER MINI-TER M 12/14/26 - 01/06/27
FIRST CLASS DAY	AUG 24	AUG 24	OCT 19	DEC 14
LAST DAY FOR SCHEDULE CHANGES	AUG 27	AUG 25	OCT 20	[na]
ORD	SEPT 09	AUG 31	OCT 26	DEC 15
MID-TERM GRADES DUE	OCT 16	SEPT 18	NOV 13	[na]
LASTDAYTO WITHDRAW "W"	NOV 12	OCT 1	NOV 24	Dec 28
FINAL EXAMS	DEC 7-10	OCT 12-15	DEC 7-10	JAN 4, 2027

Course Requirements and Evaluation:

Your final grade will be broken down with the following:

70%- Project Work- We will begin with assignments as introductory practices and transition to individual and self-driven project work, therefore the final number of works will vary per student. The instructor will notify and actively discuss what constitutes well involved, worthwhile, and developed work that will justify a passing grade. The expectation is at least six considered artworks with glaze before the end of the semester. Consider craftsmanship, concept, and originality. Supplemental assignments on BlackBoard to meet institutional requirements.

30%- Attendance and Participation- your participation will be based on willingness and effort of hard work in and out class, dialogue during presentations and discussions, and attendance

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is *November 12th*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

Art AI Policy

Academic integrity is a core principle at Paris Junior College and it's vital that all students uphold this principle-- whether using AI-based tools or otherwise. The use of an AI Generator such as ChatGPT, iA Writer, MidJourney, DALL-E, etc. is explicitly prohibited in this class. The information derived from these tools is based on previously published materials. Therefore, using these tools without proper citation constitutes plagiarism. Work created by AI tools may not be considered original work and instead, considered automated plagiarism. It is derived from previously created texts from other sources that the models were trained on, yet doesn't cite sources.

Additionally, be aware that the information derived from these tools is often inaccurate or incomplete. It's imperative that all work submitted should be your own. Any assignment that is found to have been plagiarized or to have used unauthorized AI tools may receive a zero and / or be reported for academic misconduct and result in disciplinary action described for plagiarism in the university's academic honesty policy. Finally, it's your responsibility to be aware of the academic integrity policy and take the necessary steps to follow this policy.

ADA Statement

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2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

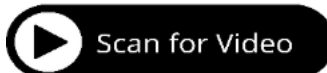
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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Fall 2026 Schedule

T, 8/25	<i>Studio Introduction</i> , Pinch Pots
R, 8/27	Slab Technique: Glaze Palettes, Cups
T, 9/1	<i>Ceramic Terms</i> , Coil Technique
R, 9/3	Studio
T, 9/8	Wheel Throwing
R, 9/10	Glazing, Wheel Throwing
T, 9/15	Slab Plate or Canvas, surface design
R, 9/17	Slab Plate or Canvas, surface design
T, 9/22	Food and Platter
R, 9/24	Food and Platter
T, 9/29	Relief or Sgraffito
R, 10/1	Relief, Sgraffito
T, 10/6	18 inch Decorative Coil Pot
R, 10/8	18 inch Decorative Coil Pot
T, 10/13	Mid-Term Critique, Studio
R, 10/15	Mid-Term Critique, Studio
T, 10/20	Figurative, Portrait or Animal
R, 10/22	Figurative, Portrait or Animal
T, 10/27	Shoe Assignment
R, 10/29	Shoe Assignment
T, 11/3	<i>Ceramic Artists</i> , Artist Inspired Piece
R, 11/5	<i>Ceramic Artists</i> , Artist Inspired Piece
T, 11/10	Studio

R, 11/12	Studio
T, 11/17	Studio
R, 11/19	Studio
T, 11/24	Studio
R, 11/26	Thanksgiving, NO CLASS
T, 12/1	Studio
R, 12/3	Studio Clean Up, Final Firing
T, 12/8	Potluck and Final Presentations
R, 12/10	NO CLASS

Terms:

3. stoneware
4. earthenware
5. porcelain
6. grog
7. Glaze
8. Greenware
9. Bisque
10. Kiln, gas kiln, electric kiln
11. Kiln brands: Skutt, Paragon, Geil, Blauw
12. Underglazes
13. Sgraffito
14. Mishima
15. Raku
16. Pyrometric cones/ Orton Cones
17. Cone Pack
18. Vitrification
19. Wedging
20. Slip and Score
21. Throwing bat, bat pins
22. Techniques: slab, pinch, coil
23. Common Firing Temps:

Bisque (Cone 03-08), Glaze (Cone 3-10, cone 6 and 10 are the most commonly used)

Course Number: (CETT 1409-10B0)
Course Title (DC-AC Circuits)
Fall 2026 1st 8 Week Subterm

Instructor: Bobby Fields
Office: WTC 1111B
Phone: 903-782-0722
Email: bfields@parisjc.edu
Office Hours: See door schedule

Meeting Location: WTC 1111
Meeting Days: Monday/Wednesday
Meeting Times: 5:00 PM – 9:00 PM

Course Description:

Fundamentals of DC circuits and AC circuits including Ohm's Law, Kirchoff's Laws, networks, transformers, resonance, phasers, capacitive and inductive circuits and circuit analysis techniques.

Required Textbook(s) and Materials:

Online Subscription to learnamator.com required. An electronic code will be provided after registering for class and must be given to instructor prior to gaining access to course material.

Course Goals and Objectives:

The student will gain the knowledge required to apply hands-on skills in the following objectives:

1. Fundamentals of Electricity, Electrical Circuit Components, Manual Input Devices, Output Devices.
2. Voltage Measurement, Introduction to Series and Parallel Circuits, Current Measurement, Resistance measurement.
3. Power in Series Circuits, Power in Parallel Circuits, Circuit Protection Devices.
4. Electromagnetism, Inductance, Capacitance, Characteristics of Capacitance, Inductor and Capacitor Applications.
5. Characteristics of Combination Circuits, Lighting Circuits, Voltage dividers, Troubleshooting Combination Circuits.
6. Introduction to Transformers, Sizing a Transformer, Transformer Types

Course Requirements and Evaluation:

There will be online quizzes and practical Skill Assessments for each Module.

Course grade will be computed as follows:

Grading:

50%: Unit Tests
50%: Labs

Grading Scale:

90 – 100	is an "A"
80 – 89	is a "B"
70 – 79	is a "C"
60 – 69	is a "D"

Course Policies:

Make up labs will not be scheduled for any module(s) that are over 3 weeks past due. Scheduling of make-up labs are the responsibility of the student. Requests for make-up labs will need to include more than one student if there are others that desire make-ups.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st**.

Class Conduct:

Please turn off or silence and put away all cell phones, personal electronics, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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Illness Policy:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Students will be notified of any change via Blackboard, student email, etc.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

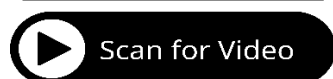


Mental health conditions are common and treatable. Suicide is preventable.

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community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Please be sure to reference the IT Checklist at the link below:

<https://www.parisjc.edu/technology/pjc-it-checklist.php>

Course Schedule/Weekly Lesson Plan:

The primary method of instruction will be self-paced facilitator model. The instructor will serve as a facilitator for the student’s learning; therefore, enabling the student to move at his/her own pace. Multimedia computer-based learning modules and practical hands-on activities will be incorporated throughout the course. Classroom presentations will be used at the instructor’s discretion. Self-Reviews, Skill Activities, Quiz Assessments, and Skill Assessments will be used to evaluate the student’s competency.

A recommended schedule with weekly targets is as follows. Although this is a self-paced course and all Objectives and online quizzes can be completed at any time, Skill Assessments will not be scheduled for any module(s) that are over 3 weeks past due:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
1. Week of 8/24	Introductions, Handouts, Policies & Procedures Basic Electrical Circuits	Module 1
2. Week of 8/31	Basic Electrical Circuits	Module 1 & Quiz

3. Week of 9/7	Electrical Measurements	Module 2 & Quiz
4. Week of 9/14	Circuit Analysis	Module 3 & Quiz
5. Week of 9/21	Inductance and Capacitance	Module 4 & Quiz
6. Week of 9/28	Combination Circuits	Module 5 & Quiz
7. Week of 10/5	Transformers	Module 6
8. Week of 10/12	Transformers FINALS	Module 6 & Quiz

CETT 1409.40B.0
DC-AC Circuits
Fall 2026 1st 8 Week Sub Term

Instructor: Lucas Arnold
Office: A115
Phone: 903-457-8737
Email: larnold@parisjc.edu

Location: Greenville, Workforce Building A113
Meeting Days: Monday & Wednesday
Meeting Times: 10:00am-1:30pm
Office Hours: See Door Schedule

Course Description:

Fundamentals of DC circuits and AC circuits including Ohm's Law, Kirchoff's Laws, networks, transformers, resonance, phasers, capacitive and inductive circuits and circuit analysis techniques.

Required Textbook(s) and Materials:

Online Subscription to learnamator.com required. An electronic code will be provided after registering for class and must be given to instructor prior to gaining access to course material.

Course Goals and Objectives:

The student will gain the knowledge required to apply hands-on skills in the following objectives:

1. Fundamentals of Electricity, Electrical Circuit Components, Manual Input Devices, Output Devices.
2. Voltage Measurement, Introduction to Series and Parallel Circuits, Current Measurement, Resistance measurement.
3. Power in Series Circuits, Power in Parallel Circuits, Circuit Protection Devices.
4. Electromagnetism, Inductance, Capacitance, Characteristics of Capacitance, Inductor and Capacitor Applications.
5. Characteristics of Combination Circuits, Lighting Circuits, Voltage dividers, Troubleshooting Combination Circuits.
6. Introduction to Transformers, Sizing a Transformer, Transformer Types

Course Requirements and Evaluation:

There will be online quizzes, paper packets, and practical Skill Assessments for each Module, as well as a midterm and final exam.

Course grade will be computed as follows:

Grading:

25%: Online Quizzes

25%: Exams

50%: Participation and Skill Assessments

Grading Scale:

90 – 100 is an "A"

80 – 89 is a "B"

70 – 79 is a "C"

60 – 69 is a "D"

Course Policies:

Make up labs will not be scheduled for any module(s) that are over 1 week past due. Scheduling of make-up labs are the responsibility of the student. Requests for make-up labs will need to include more than one student if there are others that desire make-ups.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st.**

Class Conduct:

No open drinks, cans, bottles, or mugs in the classroom. All drinks must be in a spill proof container. Food will be permitted at the student's desk and not anywhere near mechatronics equipment. – If there is a Lunch break during your course, it is up to the instructor's discretion to change or amend these rules.

Please turn off or silence and put away all cell phones, laptops, tablets, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog &

Student Handbook for the official complaint or grievance procedure.
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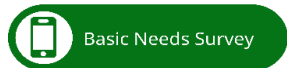
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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Students will be notified of any change via Blackboard, student email, etc.

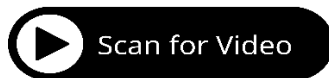
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Please be sure to reference the IT Checklist at the link below:

<https://www.parisjc.edu/technology/pjc-it-checklist.php>

Course Schedule/Weekly Lesson Plan:

The primary method of instruction will be self-paced facilitator model. The instructor will serve as a facilitator for the student’s learning; therefore, enabling the student to move at his/her own pace. Multimedia computer-based learning modules and practical hands-on activities will be incorporated throughout the course. Classroom presentations will be used at the instructor’s discretion. Self-Reviews, Skill Activities, Quiz Assessments, and Skill Assessments will be used to evaluate the student’s competency.

A recommended schedule with weekly targets is as follows. Although this is a self-paced course and all Objectives and online quizzes can be completed at any time, Skill Assessments will not be scheduled for any module(s) that are over 3 weeks past due:

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1. Week of 8/24	Introductions, Handouts, Policies & Procedures Basic Electrical Circuits	Module 1
2. Week of 8/31	Basic Electrical Circuits	Module 1, Quiz & Skill Assessment
3. Week of 9/7	Electrical Measurements	Module 2, Quiz & Skill Assessment
4. Week of 9/14	Circuit Analysis	Module 3, Quiz & Skill Assessment Midterm
5. Week of 9/21	Inductance and Capacitance	Module 4, Quiz & Skill Assessment
6. Week of 9/28	Combination Circuits	Module 5, Quiz & Skill Assessment
7. Week of 10/5	Transformers	Module 6
8. Week of 10/12	Transformers FINALS	Module 6 Quiz & Skill Assessment

NCBI 0004.20E1
Integrated Reading/Writing NCBO (Non Credit Based)
Fall A- 2026

Instructor: Charles Conrad Martin

Office: MS 111M

Phone: Ext. 1485

Email: cmartin@parisjc.edu

Office Hours: M/W: 9:30AM – 12:30PM; T/R: 7:00 AM – 9:00 AM

Meeting Location: Blackboard

Meeting Days: Weekly

Meeting Times: Weekly

Course Description: Support Course Model

Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and/or writing. Students are placed into the course by test scores. The course may not be used to fulfill degree requirements.

Credits: 3 Credit Hours

TSI Requirement: 339 or below or Essay 3 or below.

Prerequisite: None

Required Textbook(s) and Materials:

None

To ensure that you have all appropriate school and class materials and resources, please refer to PJC's [IT Checklist](#).

Course Goals and Objectives:

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of standard English in reading and writing.

Course Requirements and Evaluation:

This is an online lab-based course where no grades are issued. Course completion is a pass/fail based upon completing the online lab within Blackboard.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course

Course Policies

You are expected to be in class prior to the designated start time. Students are expected to complete course work in an honest manner, using their own intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with their instructor. All essays must be typed following MLA format (12-point font, Times New Roman), and will not be accepted in any other form.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of **"W" is October 1st.**

Class Conduct:

Please silence all mobile devices before entering the classroom/laboratory. No obscene/vulgar language is permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

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English AI Policy

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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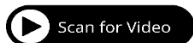


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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 8/24/26	Let’s Get Started	<i>*Students who do not complete the first required activity/assignment by the due date are dropped from the course on August 31st</i> Due: Week One Check In
Week 2 8/30/26	Brainstorming	Due: the Power of Brainstorming Before You Write
Week 3 9/6/26	Thesis Statements	Due: Practicing a Thesis
Week 4 9/13/26	Time to Check In! Midterm Grades are submitted on Sept. 18th	Due: Week Four Check In
Week 5 9/20/26	Research	Due: Academic Database & Research Assessment
Week 6 9/27/26	Time to Check In, Again. Last day to withdraw with a “W” is Thursday, October 1st.	Due: Week Six Check In
Week 7 10/4/26		
Week 8 10/11/26	Final Exam Week	

**CHEM 1405.20D0 (Internet)
Introductory Chemistry I
Fall 2026**

Instructor: Mrs. Lisa Shelton

Office: MS 210C

Phone: 903-782-0481

Email: ishelton@parisjc.edu and Blackboard (Preferred method is Blackboard Messages)

Office Hours: MW 8:30-9:30 GC ; T 2:00-3:00 Paris; R 12:15-1:00 Paris

Meeting Location: Internet

Meeting Days: Internet

Meeting Times: Internet

Course Description:

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors.

Basic laboratory experiments supporting theoretical principles presented in CHEM 1405; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. LAST DAY TO DROP with a "W" is **Nov 21, 2026**.

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with ALEKS (Bauer: 6th edition McGraw Hill; ISBN 9781266625138) and **Carolina Science** for your lab kit Labs. You will be able to access the textbook and learning materials directly through Blackboard Ultra. You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Note that reliable internet is required. A scientific calculator and webcam are mandatory for all proctored exams.

Watch the videos on Blackboard on how to navigate ALEKS and how to get your lab kit (you will get an email from Follett with your voucher code). Below is what your email should say from Follett. After redeeming your voucher code, you will receive a tracking number from Carolina Science in your dragonmail.

Greetings «Customer_Name»,
 TO REDEEM YOUR VOUCHER AND ORDER YOUR LAB KIT
 Follow the steps below to redeem this voucher and request shipment of your materials.

CODE: «Voucher_»

Place your order immediately so materials arrive in time for course work.

1. Go to www.carolina.com/vouchers
2. Enter your shipping information and redemption code from above.
3. Follow the instructions for reviewing your request and verify that the information on the website matches your school and the course for which you are enrolled.
4. Complete and submit the web form

Note:

Vouchers are non-refundable, non-transferable, and may not be exchanged for cash or credit. Redemption is strictly limited to the specific lab kits designated in the original order.

Course Goals and Objectives:

Foundation Component Area: Life and Physical Sciences Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

Required Core Objectives:

Student Learning Outcomes (Core Curriculum-Level)

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Physical Science Program-Level)

The main objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences and to enable the student to understand the basis for building and testing theories. The exemplary educational core objectives for natural sciences are:

1. To understand and apply method and appropriate technology to the study of chemistry,
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing,
3. To identify and recognize differences among competing scientific theories,
4. To demonstrate knowledge of major issues and problems facing modern science, including issues that touch upon ethics, values and public policies,
5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

Student Learning Outcomes (CHEM 1405 Lecture):

Upon successful completion of this course, students will:

1. Understand the different states of matter and the difference among elements, compounds and mixtures and understand SI units and use dimensional analysis to perform calculations correctly with proper attention to units and to express results to the correct number of significant figures.
2. Understand the basic model of the atom including basic nuclear and electronic structure and identify trends in chemical and physical properties of the elements using the Periodic Table

Student Learning Outcomes (CHEM 1405 Lab):

Upon successful completion of this course, students will:

1. Use basic apparatus and apply experimental methodologies used in the chemistry laboratory.
2. Demonstrate safe and proper handling of laboratory equipment and chemicals.
3. Conduct basic laboratory experiments with proper laboratory techniques.
4. Make careful and accurate experimental observations.

3. Determine name and formulas of binary molecular compounds, ionic compounds, and acids. 4. Understand types of chemical bonds and describe the bonding in and the shape of simple molecules and ions. 5. Use the concept of the mole in quantitative chemical calculations and calculate solution concentration units such as molarity. 6. Balance chemical equations and identify basic types of chemical reactions. 7. Understand stoichiometric relationships involved in reactions and identify the limiting reactants. 8. Determine the role of energy in physical changes chemical reactions and solve energy-related problems. 9. Use the gas laws and basics of the Kinetic Molecular Theory to solve gas problems 10. Understand the acid/base and pH concept 11. Define nuclear decay processes, write nuclear decay equations, and solve half-life problems. 1.	5. Relate physical observations and measurements to theoretical principles. 6. Interpret laboratory results and experimental data, and reach logical conclusions. 7. Record experimental work completely and accurately in laboratory notebooks and communicate experimental results clearly in written reports. 8. Design fundamental experiments involving principles of chemistry. 9. Identify appropriate sources of information for conducting laboratory experiments involving principles of chemistry.
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Course Requirements and Evaluation:

Final Grades:

Semester grades will be assigned according to semester averages within the limits of:

100 to 89.5-----A
89.49 to 79.5-----B
79.49 to 69.5-----C
69.49 to 59.5-----D
Below 59.5-----F

Major Grades:

Weighted totals: Official grades are posted in BlackBoard Ultra.

ALEKS Homework and other assignments (20%)
Labs (25%)
(4) Exams (45%)
(1) Final exam (10%)

Homework:

Watch my "Get Started" video over the syllabus and then my "ALEKS: Homework" video. I have linked you to these ALEKS assignments in Blackboard under the **Content**. Click on the link and you will then be directed to ALEKS where you **must register** for the ALEKS software. How to register is described in detail under your **Start Here Folder** in Blackboard. After Registration you will take a brief Tutorial, or introduction to the ALEKS interface. It shows you how to enter the various kinds of answers that you may be asked to provide in ALEKS. The ALEKS homework assignments have multiple attempts. Most questions have unlimited attempts on ALEKS. Make sure to access your online homework through Blackboard so your grade will be automatically imported into Blackboard. Due dates for all homework are in the syllabus and on ALEKS. When registering in ALEKS, you will need to enter an e-mail and password. Please use your **PJC Dragon E-mail** only and make sure you use a password that you will remember.

Do the homework **after** reading your chapter, watching lecture videos, and filling in the Chapter notes. Try your best on your first attempt. They are not timed and you can do a little work at a time and then return later. You have one for each chapter we cover. Online homework and labs are setup to automatically submit grades at 11:59 PM on the due date.

LATE WORK POLICY: At the start of the semester, every student receives **two (2) "Flex Tokens"**. **What it does:** Allows a 48-hour extension on any homework or lab report (not exams) without penalty and without needing to provide an excuse. **How to use:** Blackboard message me *before* the original deadline stating, "I am using one of my tokens for [Assignment Name]." **Safety Net:** If not used, each token is worth +1% toward your final grade. Assignments submitted after the deadline (or after a token extension) will be accepted for partial credit: **Up to 24 hours late:** 20% penalty. **24–48 hours late:** 50% penalty. **More than 48 hours late:** A grade of zero will be recorded, unless approved for an emergency extension. No late work will be accepted after the final exam.

Labs:

You must show all your work to get credit for pre- and post-lab questions. It is better to work ahead of the schedule to give yourself some extra time at the end and for tests. I only want handwritten responses and work (Don't type your responses because it will take too long for equations). You can scan your work in but only submit it as either a pdf file or jpg or gif or png. I don't have Apple so don't use the .pages extension. Make sure to upload pictures of your lab when asked. You may have a lab partner for all labs. You just have to send me a Blackboard message who your lab partner is.

Tests Proctoring: (YOU MUST HAVE A WEBCAM FOR ALL EXAMS!!!)

Students will take 5 tests and a final exam on blackboard. You will take a Respondus Practice Test over the syllabus so you can learn how Respondus works. Each exam and final exam have a time limit of 120 minutes. Make sure that you have printed out a periodic table for the tests. **You may NOT use your textbook on the test, but you may use any kind of calculator other than a cell phone calculator!** You are required to show your ID for each test. **Work on one question at a time and do not view test questions out of order in case you lose Wifi connection. If I have to reopen a test, I will have you start where you left off only for the questions you have not previously viewed. I can see what questions have been viewed. Blackboard uses Respondus LockDown Browser + Webcam Requirement.** LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted. **It is the student's responsibility to let me know if you have accommodations.** The final exam is the only test that is not opened ahead of time. **I can see what questions have been viewed and see your computer screen. This uses Respondus Lockdown browser – must have a webcam and ID. I review all videos and I must be able to see the surface of your table at all times so I don't want to see just the top of your head. You must have the front view webcam, side view second camera view, and no cell phone otherwise the test will be a zero.** The software also does a screen recording. It is the student's responsibility to let me know if you have accommodations

Guidelines

When taking an online exam, follow these guidelines:

- Select a location where you are comfortable having a video recording taken of yourself and your workspace environment. This area should be free of distractions and interruptions.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
 - o Avoid wearing baseball caps or hats with brims
 - o Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
 - o If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
 - o Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- **Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted**

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD) of **Sept 9th** to be counted as present in the course. **You must complete this assignment by Sept 8th at 11:59 PM.** Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Mid-Term Grades:

PJC instructors are required to enter mid-term grades during the eighth week of the semester (**October 16th**). Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff. *Note:* Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working. Please meet with your instructor if you have a concern about your grades at the mid-term

Course Policies:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook. **The student will be asked to leave the classroom if they are on their cell phone or laptop per PJC Student Handbook.**

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. For online courses, students must complete work in a timely manner and follow due dates. LAST DAY TO DROP with a "W" is **Nov 12**.

Class Conduct:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Common plagiarism cases in Chemistry that must be avoided: Students copy answers from the back of the book, each other, or online websites. Students sharing the same lab report or working on calculations together (collaborating). Students not providing proper in-text citations and sources. Students storing data in their graphing calculator during a quiz, or test.

Artificial Intelligence (AI):

(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonest

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by Blackboard.

Non-discrimination clause

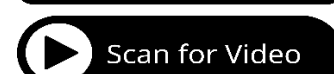
Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law. Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is

preventable.
This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedules:

Chapter 1: Matter and Energy

Chapter 3: Chemical Compounds

Chapter 4: Chemical Composition

Chapter 6: Quantities in Chemical Reactions

Chapter 9: The Gaseous State

Chapter 2: Atoms, Ions, and the Periodic Table

Chapter 8: Chemical Bonding

Chapter 5: Chemical Reactions and Equations

Chapter 7: Electron Structure in the Atom

Chapter 13: Acid and Bases

Chapter 15: Nuclear Chemistry

Week	Chapter	Labs and Assignments
1	Chapter 1	Safety Lab Quiz and Lab Safety Contract on Blackboard (Due 8/30) Chapter 1 Homework (Due 8/30) First Assignment on Blackboard (Due 8/31)
2	Chapter 2	Chapter 2 Homework (Due 9/6) Respondus Lockdown Browser Practice Test over Syllabus (Due 9/6)
3	Labs and Test #1	Measurement and Uncertainty Lab:(Due 9/13) Periodic Table Lab: (Due 9/13) Test #1 (Chapters 1 and 2) (Due 9/13)
4	Chapter 3	Chapter 3 Homework (Due 9/20)
5	Chapter 8	Chapter 8 Homework (Due 9/27)
6	Labs and Test #2	Nomenclature and Household Products (Due: 10/4) Molecular Geometry Lab: (Due 10/4) Test #2 (Chapters 3 and 8) (Due 10/4)
7	Chapter 4	Chapter 4 Homework (Due 10/11)
8	Chapter 5	Chapter 5 Homework (Due 10/18)
9	Test #3 and Labs	Mole Conversion/Empirical Formula/Dilutions Lab (Due 10/25) Investigating Types of Chemical Reactions Lab: Due 10/25) Test #3 (Chapters 4 and 5) (Due 10/25)

10	Chapter 6	Chapter 6 Homework (Due 11/1)
11	Chapter 7	Chapter 7 Homework (Due 11/8)
12	Test #4 and Labs	Single Replacement Reaction Stoichiometry Lab (Due 11/ 15) Fundamentals of Calorimetry/ Specific Heat Lab: (Due 11/ 15) Atomic Emission and Flame Test Lab (Due 11/15) Test #4 (Chapter 6 and 7) (Due 11/15)
13	Chapter 9	Chapter 9 Homework (Due 11/22) Engineering a Better Airbag Lab (Due 11/22)
14	Chapter 13	Chapter 13 Homework (Due 11/29) Acid Base Lab on ALEKS: (Due 11/29)
15	Chapter 15 Test #5	Chapter 15 Homework (Due 12/6) Half-Life and Identifying Unknown Radiation Lab (Due 12/6) Test #5 Chapter 10 and 15 (Due 12/6)
16	Final Exams	Final Exam (Due 12/9) by 11:59 PM and opens on 12/1

Chem 1411.10A0
General Chemistry
Fall Full Term (16 weeks) 2026

Instructor: Mrs. Lisa Shelton
Office: MS 210C
Phone: 903-782-0481
Email: ls Shelton@parisjc.edu and Blackboard email (Preferred method of contact is Blackboard Email/Messages)
Office Hours: MW 8:30-9:30 GC ;T 2:00-3:00 Paris; R 12:15-1:00

Meeting Location: MS 201 and MS 203
Meeting Days: Lecture: TR (Tues & Thurs); Lab: TR
Meeting Times: Lecture-9:30-10:45; Lab 11-12:15

Course Description:

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry.

Basic laboratory experiments supporting theoretical principles presented in CHEM 1411; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Pre-requisite: High School Algebra 1 & 2, College Algebra, or consent of instructor, or counselor.

Co-requisite: None

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with **ALEKS (Mcgraw Hill) for homework (ISBN: 9781266625138)**. You will be able to access the textbook -Openstax: General Chemistry free textbook by Rice University, ALEKS homework software, and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Note that reliable internet is required. A scientific calculator, webcam, and composition book are mandatory.

Course Goals and Objectives:

Foundation Component Area: Life and Physical Sciences Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

<u>Required Core Objectives:</u> Student Learning Outcomes (Core Curriculum-Level) Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal	<u>Student Learning Outcomes (Physical Science Program-Level)</u> The main objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences and to enable the student to understand the basis for building and testing theories. The exemplary educational core objectives for natural sciences are: - To understand and apply method and appropriate technology to the study of chemistry, - To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing, - To identify and recognize differences among competing scientific theories, - To demonstrate knowledge of major issues and problems facing modern science, including issues that touch upon ethics, values and public policies, - To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.
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<u>Student Learning Outcomes (CHEM 1411 Lecture):</u> Upon successful completion of this course, students will: - Define the fundamental properties of matter. - Classify matter, compounds, and chemical reactions. - Determine the basic nuclear and electronic structure of atoms. - Identify trends in chemical and physical properties of the elements using the Periodic Table. - Describe the bonding in and the shape of simple molecules and ions. - Solve stoichiometric problems. - Write chemical formulas. - Write and balance equations. - Use the rules of nomenclature to name chemical compounds. - Define the types and characteristics of chemical reactions. - Use the gas laws and basics of the Kinetic Molecular Theory to solve gas problems. - Determine the role of energy in physical changes and chemical reactions. - Convert units of measure and demonstrate dimensional analysis skills.	<u>Student Learning Outcomes (CHEM 1411 Lab):</u> Upon successful completion of this course, students will: - Use basic apparatus and apply experimental methodologies used in the chemistry laboratory. - Demonstrate safe and proper handling of laboratory equipment and chemicals. - Conduct basic laboratory experiments with proper laboratory techniques. - Make careful and accurate experimental observations. - Relate physical observations and measurements to theoretical principles. - Interpret laboratory results, experimental data, and reach logical conclusions. - Record experimental work completely and accurately in laboratory notebooks and communicate experimental results clearly in written reports. - Design fundamental experiments involving principles of chemistry. - Identify appropriate sources of information for conducting laboratory experiments involving principles of chemistry.
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Course Requirements and Evaluation:

Grading scale: 100-90 = A 80-89 = B 79-70 = C 69-60 = D <59 = F

Weighted totals:

ALEKS Online Homework	15%
Lab Assignments	25%
Test 1, 2, 3, and 4	20%
Midterm Exam	20%
Final Exam	20%

Homework:

Watch my "Get Started" video over the syllabus and then my "ALEKS: Homework" video. I have linked you to these ALEKS assignments in Blackboard under the **Content**. Click on the link and you will then be directed to ALEKS where you **must register** for the ALEKS software. How to register is described in detail under your **Start Here Folder** in Blackboard. After Registration you will take a brief Tutorial, or introduction to the ALEKS interface. It shows you how to enter the various kinds of answers that you may be asked to provide in ALEKS. The ALEKS homework assignments have multiple attempts. Most questions have unlimited attempts on ALEKS. Make sure to access your online homework through Blackboard so your grade will be automatically imported into Blackboard. Due dates for all homework are in the syllabus and on ALEKS. When registering in ALEKS, you will need to enter an e-mail and password. Please use your **PJC Dragon E-mail** only and make sure you use a password that you will remember.

Do the homework **after** reading your chapter, watching lecture videos, and filling in the Chapter notes. Try your best on your first attempt. They are not timed and you can do a little work at a time and then return later. You have one for each chapter we cover. Online homework and labs are setup to automatically submit grades at 11:59 PM on the due date. **LATE WORK POLICY:** At the start of the semester, every student receives **two (2) "Flex Tokens"**. **What it does:** Allows a 48-hour extension on any homework or lab report (not exams) without penalty and without needing to provide an excuse. **How to use:** Blackboard message me *before* the original deadline stating, "I am using one of my tokens for [Assignment Name]." **Safety Net:** If not used, each token is worth +1% toward your final grade. Assignments submitted after the deadline (or after a token extension) will be accepted for partial credit: **Up to 24 hours late:** 20% penalty. **24–48 hours late:** 50% penalty. **More than 48 hours late:** A grade of zero will be recorded, unless approved for an emergency extension. No late work will be accepted after the final exam.

Lab Assignments and Policies:

The lab average will be a simple average of all lab grades. Safety goggles are provided but you can bring your own safety goggles for labs which can be purchased at Home Depot or Lowe's. Other labs may be substituted at the instructor's discretion. **You are allowed to makeup one lab only** unless approved for an emergency extension. If you do not participate in the lab with your group, you will be removed from the group. Must show work on all labs and post-lab questions in order to get credit and all answers must be handwritten. Students must have these in their lab notebook before they are allowed to begin a lab: title, purpose, materials, and procedure.

Tests:

Students will take 4 tests on blackboard. Each exam has a time limit of 120 minutes. Make sure that you have printed out a periodic table for the tests. **You may NOT use your textbook on the test, but you may use any kind of calculator other than a cell phone calculator!** **Work on one question at a time and do not view test questions out of order in case you lose Wifi connection. If I have to reopen a test, I will have you start where you left off only for the questions you have not previously viewed.** I can see what questions have been viewed and see your computer screen. This uses Respondus Lockdown browser – must have a webcam and ID. I review all videos and I must be able to see the surface of your table at all times so I don't want to see just the top of your head. It is the student's responsibility to let me know if you have accommodations.

Guidelines

When taking an online exam, follow these guidelines: Select a location where you are comfortable having a video recording taken of yourself and your workspace environment. This area should be free of distractions and interruptions.

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- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Midterm and Final Exam:

Students will take one Midterm and one Final proctored exam in the classroom (paper test). The Midterm Exam covers Chapter 1-4 and the Final Exam covers Chapter 5-9. I will give you a test review for each of these tests. Each exam has a time limit of 90 minutes. I will allow one sheet of notebook paper (both sides) for formulas and things that will help you on the test. I will give you a periodic table for each test. **You may NOT use your textbook on the test, but you may use any kind of calculator other than a cell phone calculator!**

Mid-Term Grades:

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Required Activity:

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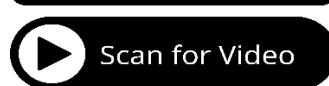
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preventable.



Course Schedules:

Week	Lab Session - Tuesday	Lab Session - Thursday
1	Intro to Lab, Safety, Lab Reports, Lab Quiz/Lab Contract	Measurement Lab
2	Separating Mixture Lab	Measurement and Separating Mixture Lab
3	Periodic Table Lab – not in lab notebook	Nomenclature of Household Items Lab– not in lab notebook
4	Mole Conversion Lab	Percent Composition Lab
5	Empirical Formula Lab	Solutions/Molarity/Dilution Lab
6	Copper Toxic Lab	Precipitation and Redox Lab
7	Stoichiometry Fireworks – not in lab notebook	Stoichiometry/Percent Yield Lab
8	Titration of Aspirin Lab	Chapter 4 Post-labs
9	Specific Heat Lab	Hess's Law Lab
10	Flame Test and Electron Configuration Lab	Flame Test and Electron Configuration Lab Cont
11	Molecular Geometry Lab	Molecular Geometry Lab Cont
12	Boyle's Law and Gay Lussac's Law Lab Determining the Molar Volume of a Gas Lab	Determining the Universal Gas Constant Lab
13	Holiday/ Spectrophotometry – Apply Beer's Law to Determine Concentration of Dye Virtual Lab -- not in lab notebook	
14		
15	Final Exam Review	Final Exam Review

***Labs are subject to change per instructor decision.**

Assignments and Test Due Dates

1. Lab Quiz/Lab Contract (Due 8/30)
2. Respondus Practice Test over your Syllabus under Start Here (Due 8/30)
3. First Assignment (Due 8/31)
4. Chapter 1 Homework (Due 9/6)
5. Chapter 2 Homework (Due 9/20)
6. **Test #1: Chapter 1-2 (Due 9/25) Blackboard Respondus Monitoring (webcam) (online test)(timed test)**
7. Chapter 3 Homework (Due 9/27)
8. Chapter 4 Homework:(Due 10/11)
9. **Test #2: Chapter 3-4 (Due 10/16) Blackboard Respondus Monitoring (webcam) (online test)(timed test)**
10. **Midterm Exam over Chapter 1, 2, 3, and 4 in classroom (10/22)**
11. Chapter 5 Homework (Due 10/25)
12. Chapter 6 Homework (Due 11/1)
13. **Test #3: Chapter 5-6 (Due 11/6) Blackboard Respondus Monitoring (webcam) (online test) (timed test)**
14. Chapter 7 Homework (Due 11/15)
15. Chapter 8 Homework (Due 11/22)
16. Chapter 9 Homework (Due 11/29)
17. **Test #4: Chapter 7-9 (Due 11/29) Blackboard Respondus Monitoring (webcam) (online test)(timed test)**
18. **Final Exam over Chapter 5, 6, 7, 8, and 9 in classroom (12/10 at 9:30 AM)**

Chem 1411.20D0 (Internet)
General Chemistry
Fall 2026

Instructor: Mrs. Lisa Shelton

Office: MS 210C

Phone: 903-782-0481

Email: ls Shelton@parisjc.edu and Blackboard email (Preferred method of contact is Blackboard Email/Messages)

Office Hours: MW 8:30-9:30 GC ;T 2:00-3:00 Paris; R 12:15-1:00

Meeting Location: Internet

Meeting Days: Internet

Meeting Times: Internet

Course Description:

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry.

Basic laboratory experiments supporting theoretical principles presented in CHEM 1411; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Pre-requisite: High School Algebra 1 & 2, College Algebra, or consent of instructor, or counselor.

Co-requisite: None

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with ALEKS (Mcgraw Hill) **for homework (ISBN: 9781266625138)** and **Carolina Science** for your lab kit Labs. Students are provided with access codes or voucher codes via their dragonmail provided to us on the SIS data. Students can then redeem the voucher codes to receive their lab kits and determine where they would like them shipped.

You will be able to access the textbook (Openstax), ALEKS homework, Carolina Science Labs, and learning materials directly through Blackboard Ultra. **Openstax Essentials General Chemistry is the textbook that we are using and ALEKS is the homework software**

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Note that reliable internet is required. A scientific calculator and webcam are mandatory.

Watch the videos on Blackboard on how to navigate ALEKS and how to get your lab kit (you will get an email from Follett with your voucher code). Below is what your email should say from Follett. You will receive a tracking number in your dragonmail after you redeem your code.

Greetings «Customer_Name»,

TO REDEEM YOUR VOUCHER AND ORDER YOUR LAB KIT

Follow the steps below to redeem this voucher and request shipment of your materials.

CODE: «Voucher_»

Place your order immediately so materials arrive in time for course work.

1. Go to www.carolina.com/vouchers
2. Enter your shipping information and redemption code from above.
3. Follow the instructions for reviewing your request and verify that the information on the website matches your school and the course for which you are enrolled.
4. Complete and submit the web form

Note:

Vouchers are non-refundable, non-transferable, and may not be exchanged for cash or credit. Redemption is strictly limited to the specific lab kits designated in the original order.

Course Goals and Objectives:

Foundation Component Area: Life and Physical Sciences Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

<u>Required Core Objectives:</u> Student Learning Outcomes (Core Curriculum-Level)	<u>Student Learning Outcomes (Physical Science Program-Level)</u> The main objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences and to enable the student to understand the basis for building and testing theories. The exemplary educational core objectives for natural sciences are:
1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information 2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication 3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions 4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal	1. To understand and apply method and appropriate technology to the study of chemistry, 2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing, 3. To identify and recognize differences among competing scientific theories, 4. To demonstrate knowledge of major issues and problems facing modern science, including issues that touch upon ethics, values and public policies, 5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

Student Learning Outcomes (CHEM 1411 Lecture):

Upon successful completion of this course, students will:

1. Define the fundamental properties of matter.
2. Classify matter, compounds, and chemical reactions.
3. Determine the basic nuclear and electronic structure of atoms.
4. Identify trends in chemical and physical properties of the elements using the Periodic Table.
5. Describe the bonding in and the shape of simple molecules and ions.
6. Solve stoichiometric problems.
7. Write chemical formulas.
8. Write and balance equations.
9. Use the rules of nomenclature to name chemical compounds.
10. Define the types and characteristics of chemical reactions.
11. Use the gas laws and basics of the Kinetic Molecular Theory to solve gas problems.
12. Determine the role of energy in physical changes and chemical reactions.
13. Convert units of measure and demonstrate dimensional analysis skills.

Student Learning Outcomes (CHEM 1411 Lab):

Upon successful completion of this course, students will:

1. Use basic apparatus and apply experimental methodologies used in the chemistry laboratory.
2. Demonstrate safe and proper handling of laboratory equipment and chemicals.
3. Conduct basic laboratory experiments with proper laboratory techniques.
4. Make careful and accurate experimental observations.
5. Relate physical observations and measurements to theoretical principles.
6. Interpret laboratory results, experimental data, and reach logical conclusions.
7. Record experimental work completely and accurately in laboratory notebooks and communicate experimental results clearly in written reports.
8. Design fundamental experiments involving principles of chemistry.
9. Identify appropriate sources of information for conducting laboratory experiments involving principles of chemistry.

Course Requirements and Evaluation:

Grading scale: 100-90 = A 80-89 = B 79-70 = C 69-60 = D <59 = F

Weighted totals:

ALEKS Online Homework	15%
Lab Assignments	25%
Test 1, 2, 3, and 4	20% (5% each)(on Blackboard)
Midterm Exam	20% (at Testing Center)
Final Exam	20% (at Testing Center)

Homework:

Watch my "Get Started" video over the syllabus and then my "ALEKS: Homework" video. I have linked you to these ALEKS assignments in Blackboard under the **Content**. Click on the link and you will then be directed to ALEKS where you **must register** for the ALEKS software. How to register is described in detail under your **Start Here Folder** in Blackboard. After Registration you will take a brief Tutorial, or introduction to the ALEKS interface. It shows you how to enter the various kinds of answers that you may be asked to provide in ALEKS. The ALEKS homework assignments have multiple attempts. Most questions have unlimited attempts on ALEKS. Make sure to access your online homework through Blackboard so your grade will be automatically imported into Blackboard. Due dates for all homework are in the syllabus and on ALEKS. When registering in ALEKS, you will need to enter an e-mail and password. Please use your **PJC Dragon E-mail** only and make sure you use a password that you will remember.

Do the homework **after** reading your chapter, watching lecture videos, and filling in the Chapter notes. Try your best on your first attempt. They are not timed and you can do a little work at a time and then return later. You have one for each chapter we cover. Online homework and labs are setup to automatically submit grades at 11:59 PM on the due date. **LATE WORK POLICY:** At the start of the semester, every student receives **two (2) "Flex Tokens"**. **What it does:** Allows a 48-hour extension on any homework or lab report (not exams) without penalty and without needing to provide an excuse. **How to use:** Blackboard message me *before* the original deadline stating, "I am using one of my tokens for [Assignment Name]." **Safety Net:** If not used, each token is worth +1% toward your final grade. Assignments submitted after the deadline (or after a token extension) will be accepted for partial credit: **Up to 24 hours late:** 20% penalty. **24–48 hours late:** 50% penalty. **More than 48 hours late:** A grade of zero will be recorded, unless approved for an emergency extension. No late work will be accepted after the final exam.

Lab Assignments and Policies:

The lab average will be a simple average of all lab grades. Must show work on all labs and post-lab questions in order to get credit. It is better to work ahead of the schedule to give yourself some extra time at the end and for tests. I only want handwritten responses and work (Don't type your responses because it will take too long for equations). You can scan your work in but only submit it as either a pdf file or jpg or gif or png. I don't have Apple so don't use the .pages extension. Make sure to upload pictures of your lab when asked. Check feedback on labs when grades and check to see if I need you to resubmit a lab. You may have a lab partner for all labs. You just have to send me a Blackboard message who your lab partner is.

Tests:

Students will take 4 tests on blackboard. Each exam has a time limit of 120 minutes. Make sure that you have printed out a periodic table for the tests. **You may NOT use your textbook on the test, but you may use any kind of calculator *other than a cell phone calculator*!** **Work on one question at a time and do not view test questions out of order in case you lose Wifi connection. If I have to reopen a test, I will have you start where you left off only for the questions you have not previously viewed.** I can see what questions have been viewed and see your computer screen. This uses Respondus Lockdown browser – must have a webcam and ID. I review all videos and I must be able to see the surface of your table at all times so I don't want to see just the top of your head. **You must have the front view webcam, side view second camera view, and no cell phone otherwise the test will be a zero.** The software also does a screen recording. **It is the student's responsibility to let me know if you have accommodations**

Guidelines

When taking an online exam, follow these guidelines:

- Select a location where you are comfortable having a video recording taken of yourself and your workspace environment. This area should be free of distractions and interruptions.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
 - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
 - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- **Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted**

Midterm and Final Exam:

Students will take one Midterm and one Final proctored exam (paper test) at one of the testing centers offered by Paris Junior College or a local testing center close to you. **Email me the information for the testing center if you are using a testing center other than PJC at least one week before the midterm and final exam. Make sure to let the testing center know at least a week in advance to schedule a time (they run out of seats) and make sure they know you get accommodations if you have them. Testing centers other than PJC may charge a testing fee and is usually \$25-\$40 depending on the testing center.** The Midterm Exam covers Chapter 1-4 and the Final Exam covers Chapter 5-9. I will give you a test review for each of these tests. Each exam has a time limit of 90 minutes. I will allow one sheet of notebook paper (both sides) for formulas and things that will help you on the test. I will give you a periodic table for each test. **You may NOT use your textbook on the test, but you may use any kind of calculator *other than a cell phone calculator*!**

Mid-Term Grades:

PJC instructors are required to enter mid-term grades during the eighth week of the semester (**October 16th**). Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff. *Note:* Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working. Please meet with your instructor if you have a concern about your grades at the mid-term.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD) of **Sept 9th** to be counted as present in the course. **You must complete this assignment by Sept 8th at 11:59 PM.** Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook. **The student will be asked to leave the classroom if they are on their cell phone or laptop per PJC Student Handbook.**

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. For online courses, students must complete work in a timely manner and follow due dates. LAST DAY TO DROP with a "W" is **Nov 12**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Common plagiarism cases in Chemistry that must be avoided: Students copy answers from the back of the book, each other, or online websites. Students sharing the same lab report or working on calculations together (collaborating). Students not providing proper in-text citations and sources. Students storing data in their graphing calculator during a quiz, or test.

Artificial Intelligence (AI):

(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonest

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by Blackboard.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law. Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedules:

Lectures and Labs
Chapter 1: Essential Ideas
Chapter 2: Atoms, Molecules, and Ions
Chapter 3: Composition of Substances and Solutions
Chapter 4: Stoichiometry of Chemical Reactions
Chapter 5: Thermochemistry
<u>Midterm Exam</u>
Chapter 6: Electronic Structure and Periodic Properties of Elements
Chapter 7: Chemical Bonding and Molecular Geometry
Chapter 8: Advanced Theories of Covalent Bonding
Chapter 9: Gases
Scientific Inquiry
<u>Final Exam</u>

Homework, Labs, and Test Due Dates

1. Syllabus Agreement form (Due 8/30)
2. Respondus Practice Test over Syllabus (assignment grade for this) (8/30)
3. Labs: Lab Safety Quiz and Lab Safety Contract (Due 8/30)
4. Chapter 1 Homework (Due 8/30)
5. First Assignment (Due 8/31)
6. Chapter 2 Homework (Due 9/6)
7. Chapter 1 and 2 Labs – Measurement/Separation of Mixture Lab and Periodic Table Lab and Nomenclature of Household Items Lab (Due 9/12)
8. Test #1: Chapter 1-2 (Due 9/13) Blackboard Respondus Monitoring (webcam) (online test)(timed test)
9. Chapter 3 Homework (Due 9/20)
10. Chapter 4 Homework (Due 9/27)
11. Chapter 3 and 4 Labs - Mole Conversion/Empirical Formula/Solution -Dilution Lab, Investigating Types of Chemical Reactions Lab, Single Replacement Reaction Stoichiometry Lab, and Titration Lab (Due 10/3)
12. Test #2: Chapter 3-4 (Due 10/4) Blackboard Respondus Monitoring (webcam) (online test)(timed test)
13. Midterm Exam (must be taken at a testing center: over Chapter 1, 2, 3, and 4) (Due 10/9)
14. Chapter 5 Homework (Due 10/18)
15. Chapter 6 Homework (Due 10/25)
16. Chapter 5 and 6 Labs - Specific Heat Lab, Enthalpy of Formation Using Hess's Law Lab, and Atomic Emission and Flame Test Lab (Due 10/31)
17. Test #3: Chapter 5-6 (Due 11/1) Blackboard Respondus Monitoring (webcam) (online test) (timed test)
18. Chapter 7 Homework (Due 11/8)
19. Chapter 8 Homework (Due 11/15)
20. Chapter 9 Homework (Due 11/22)
21. Chapter 7/8 and 9 Labs - Molecular Models Virtual Lab, Lewis Dot Structures and Molecular Geometry Lab , and Gas Law - Ideal Gas Law Constant Lab (Due 11/28)
22. Test #4: Chapter 7-9 (Due 11/29) Blackboard Respondus Monitoring (webcam) (online test)(timed test)
23. Final Exam over Chapter 5, 6, 7, 8, and 9 (Due 12/9) at testing center

Chem 1411.40AO
General Chemistry
Fall Full Term (16 weeks) 2026

Instructor: Mrs. Lisa Shelton

Office: MS 210C

Phone: 903-782-0481

Email: lselton@parisjc.edu and Blackboard email (Preferred method of contact is Blackboard Email/Messages)

Office Hours: MW 8:30-9:30 GC ;T 2:00-3:00 Paris; R 12:15-1:00

Meeting Location: MS 219 and MS 214

Meeting Days: Lecture: MW; Lab: MW

Meeting Times: Lecture-9:30-10:45; Lab 11-12:15

Course Description:

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry.

Basic laboratory experiments supporting theoretical principles presented in CHEM 1411; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Pre-requisite: High School Algebra 1 & 2, College Algebra, or consent of instructor, or counselor.

Co-requisite: None

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

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If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Note that reliable internet is required. A scientific calculator, webcam, and composition book are mandatory.

Course Goals and Objectives:

Foundation Component Area: Life and Physical Sciences Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

Required Core Objectives: Student Learning Outcomes (Core Curriculum-Level) Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal	Student Learning Outcomes (Physical Science Program-Level) The main objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences and to enable the student to understand the basis for building and testing theories. The exemplary educational core objectives for natural sciences are: - To understand and apply method and appropriate technology to the study of chemistry, - To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing, - To identify and recognize differences among competing scientific theories, - To demonstrate knowledge of major issues and problems facing modern science, including issues that touch upon ethics, values and public policies, - To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.
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Student Learning Outcomes (CHEM 1411 Lecture): Upon successful completion of this course, students will: - Define the fundamental properties of matter. - Classify matter, compounds, and chemical reactions. - Determine the basic nuclear and electronic structure of atoms. - Identify trends in chemical and physical properties of the elements using the Periodic Table. - Describe the bonding in and the shape of simple molecules and ions. - Solve stoichiometric problems. - Write chemical formulas. - Write and balance equations. - Use the rules of nomenclature to name chemical compounds. - Define the types and characteristics of chemical reactions. - Use the gas laws and basics of the Kinetic Molecular Theory to solve gas problems. - Determine the role of energy in physical changes and chemical reactions. - Convert units of measure and demonstrate dimensional analysis skills.	Student Learning Outcomes (CHEM 1411 Lab): Upon successful completion of this course, students will: - Use basic apparatus and apply experimental methodologies used in the chemistry laboratory. - Demonstrate safe and proper handling of laboratory equipment and chemicals. - Conduct basic laboratory experiments with proper laboratory techniques. - Make careful and accurate experimental observations. - Relate physical observations and measurements to theoretical principles. - Interpret laboratory results, experimental data, and reach logical conclusions. - Record experimental work completely and accurately in laboratory notebooks and communicate experimental results clearly in written reports. - Design fundamental experiments involving principles of chemistry. - Identify appropriate sources of information for conducting laboratory experiments involving principles of chemistry.
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Course Requirements and Evaluation:

Grading scale: 100-90 = A 80-89 = B 79-70 = C 69-60 = D <59 = F

Weighted totals:

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Do the homework **after** reading your chapter, watching lecture videos, and filling in the Chapter notes. Try your best on your first attempt. They are not timed and you can do a little work at a time and then return later. You have one for each chapter we cover. Online homework and labs are setup to automatically submit grades at 11:59 PM on the due date. **LATE WORK POLICY:** At the start of the semester, every student receives **two (2) "Flex Tokens"**. **What it does:** Allows a 48-hour extension on any homework or lab report (not exams) without penalty and without needing to provide an excuse. **How to use:** Blackboard message me *before* the original deadline stating, "I am using one of my tokens for [Assignment Name]." **Safety Net:** If not used, each token is worth +1% toward your final grade. Assignments submitted after the deadline (or after a token extension) will be accepted for partial credit: **Up to 24 hours late:** 20% penalty. **24–48 hours late:** 50% penalty. **More than 48 hours late:** A grade of zero will be recorded, unless approved for an emergency extension. No late work will be accepted after the final exam.

Lab Assignments and Policies:

The lab average will be a simple average of all lab grades. Safety goggles are provided but you can bring your own safety goggles for labs which can be purchased at Home Depot or Lowe's. Other labs may be substituted at the instructor's discretion. **You are allowed to makeup one lab only** unless approved for an emergency extension. If you do not participate in the lab with your group, you will be removed from the group. Must show work on all labs and post-lab questions in order to get credit and all answers must be handwritten. Students must have these in their lab notebook before they are allowed to begin a lab: title, purpose, materials, and procedure.

Tests:

Students will take 4 tests on blackboard. Each exam has a time limit of 120 minutes. Make sure that you have printed out a periodic table for the tests. **You may NOT use your textbook on the test, but you may use any kind of calculator other than a cell phone calculator!** **Work on one question at a time and do not view test questions out of order in case you lose Wifi connection. If I have to reopen a test, I will have you start where you left off only for the questions you have not previously viewed.** I can see what questions have been viewed and see your computer screen. This uses Respondus Lockdown browser – must have a webcam and ID. I review all videos and I must be able to see the surface of your table at all times so I don't want to see just the top of your head. It is the student's responsibility to let me know if you have accommodations.

Guidelines

When taking an online exam, follow these guidelines: Select a location where you are comfortable having a video recording taken of yourself and your workspace environment. This area should be free of distractions and interruptions.

- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
 - o Avoid wearing baseball caps or hats with brims
 - o Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
 - o If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
 - o Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Midterm and Final Exam:

Students will take one Midterm and one Final proctored exam in the classroom (paper test). The Midterm Exam covers Chapter 1-4 and the Final Exam covers Chapter 5-9. I will give you a test review for each of these tests. Each exam has a time limit of 90 minutes. I will allow one sheet of notebook paper (both sides) for formulas and things that will help you on the test. I will give you a periodic table for each test. **You may NOT use your textbook on the test, but you may use any kind of calculator other than a cell phone calculator!**

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PJC instructors are required to enter mid-term grades during the eighth week of the semester (**October 16th**). Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff. *Note:* Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working. Please meet with your instructor if you have a concern about your grades at the mid-term,

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD) of **Sept 9th** to be counted as present in the course. **You must complete this assignment by Sept 8th at 11:59 PM.** Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

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Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. For online courses, students must complete work in a timely manner and follow due dates. LAST DAY TO DROP with a "W" is **Nov 12**.

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Common plagiarism cases in Chemistry that must be avoided: Students copy answers from the back of the book, each other, or online websites. Students sharing the same lab report or working on calculations together (collaborating). Students not providing proper in-text citations and sources. Students storing data in their graphing calculator during a quiz, or test.

Artificial Intelligence (AI):

(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonest

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Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by Blackboard.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law. Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

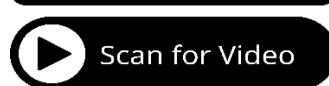
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is

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If you or someone you know is considering suicide, help is available at — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

preventable.



Course Schedules:

Week	Lab Session - Monday	Lab Session - Wednesday
1	Intro to Lab, Safety, Lab Reports, Lab Quiz/Lab Contract	Measurement Lab
2	Separating Mixture Lab	Periodic Table Lab – not in lab notebook
3	Holiday	Nomenclature of Household Items Lab– not in lab notebook
4	Mole Conversion Lab	Percent Composition Lab
5	Empirical Formula Lab	Solutions/Molarity/Dilution Lab
6	Copper Toxic Lab	Precipitation and Redox Lab
7	Stoichiometry Fireworks – not in lab notebook	Stoichiometry/Percent Yield Lab
8	Titration of Aspirin Lab	Chapter 4 Post-labs
9	Specific Heat Lab	Hess's Law Lab
10	Flame Test and Electron Configuration Lab	Flame Test and Electron Configuration Lab Cont
11	Molecular Geometry Lab	Molecular Geometry Lab Cont
12	Boyle's Law and Gay Lussac's Law Lab Determining the Molar Volume of a Gas Lab	Determining the Universal Gas Constant Lab
13	Holiday/ Spectrophotometry – Apply Beer's Law to Determine Concentration of Dye Virtual Lab -- not in lab notebook	
14		
15	Final Exam Review	Final Exam Review

***Labs are subject to change per instructor decision.**

Assignments and Test Due Dates

1. Lab Quiz/Lab Contract (Due 8/30)
2. Respondus Practice Test over your Syllabus under Start Here (Due 8/30)
3. First Assignment (Due 8/31)
4. Chapter 1 Homework (Due 9/6)
5. Chapter 2 Homework (Due 9/20)
6. **Test #1: Chapter 1-2 (Due 9/25) Blackboard Respondus Monitoring (webcam) (online test)(timed test)**
7. Chapter 3 Homework (Due 9/27)
8. Chapter 4 Homework:(Due 10/11)
9. **Test #2: Chapter 3-4 (Due 10/16) Blackboard Respondus Monitoring (webcam) (online test)(timed test)**
10. **Midterm Exam over Chapter 1, 2, 3, and 4 in classroom (10/22)**
11. Chapter 5 Homework (Due 10/25)
12. Chapter 6 Homework (Due 11/1)
13. **Test #3: Chapter 5-6 (Due 11/6) Blackboard Respondus Monitoring (webcam) (online test) (timed test)**
14. Chapter 7 Homework (Due 11/15)
15. Chapter 8 Homework (Due 11/22)
16. Chapter 9 Homework (Due 11/29)
17. **Test #4: Chapter 7-9 (Due 11/29) Blackboard Respondus Monitoring (webcam) (online test)(timed test)**
18. **Final Exam over Chapter 5, 6, 7, 8, and 9 in classroom (12/10 at 9:30 AM)**

Chem 1411.74A0
General Chemistry
Fall Full Term (16 weeks) 2026

Instructor: Lisa Shelton

Office: MS 210C

Phone: 903-782-0481

Email: lselton@parisjc.edu and Blackboard email (Preferred method of contact is Blackboard Email/Messages)

Office Hours: MW 8:30-9:30 and 2:00-3:00 GC ;T 2:00-3:00 Paris; R 4:00-5:00 Paris

Meeting Location: Internet

Meeting Days: Internet

Meeting Times: Internet

Course Description:

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry.

Basic laboratory experiments supporting theoretical principles presented in CHEM 1411; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Pre-requisite: High School Algebra 1 & 2, College Algebra, or consent of instructor, or counselor.

Co-requisite: None

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with **ALEKS (Mcgraw Hill) for homework (ISBN: 9781266625138)**. You will be able to access the textbook -Openstax: General Chemistry free textbook by Rice University, ALEKS homework software, and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Foundation Component Area: Life and Physical Sciences Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

<u>Required Core Objectives:</u> Student Learning Outcomes (Core Curriculum-Level) 1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information 2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication 3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions 4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal	<u>Student Learning Outcomes (Physical Science Program-Level)</u> The main objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences and to enable the student to understand the basis for building and testing theories. The exemplary educational core objectives for natural sciences are: 1. To understand and apply method and appropriate technology to the study of chemistry, 2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing, 3. To identify and recognize differences among competing scientific theories, 4. To demonstrate knowledge of major issues and problems facing modern science, including issues that touch upon ethics, values and public policies, 5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.
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<u>Student Learning Outcomes (CHEM 1411 Lecture):</u> Upon successful completion of this course, students will: 1. Define the fundamental properties of matter. 2. Classify matter, compounds, and chemical reactions. 3. Determine the basic nuclear and electronic structure of atoms. 4. Identify trends in chemical and physical properties of the elements using the Periodic Table. 5. Describe the bonding in and the shape of simple molecules and ions. 6. Solve stoichiometric problems. 7. Write chemical formulas. 8. Write and balance equations. 9. Use the rules of nomenclature to name chemical compounds. 10. Define the types and characteristics of chemical reactions. 11. Use the gas laws and basics of the Kinetic Molecular Theory to solve gas problems. 12. Determine the role of energy in physical changes and chemical reactions. 13. Convert units of measure and demonstrate dimensional analysis skills.	<u>Student Learning Outcomes (CHEM 1411 Lab):</u> Upon successful completion of this course, students will: 1. Use basic apparatus and apply experimental methodologies used in the chemistry laboratory. 2. Demonstrate safe and proper handling of laboratory equipment and chemicals. 3. Conduct basic laboratory experiments with proper laboratory techniques. 4. Make careful and accurate experimental observations. 5. Relate physical observations and measurements to theoretical principles. 6. Interpret laboratory results, experimental data, and reach logical conclusions. 7. Record experimental work completely and accurately in laboratory notebooks and communicate experimental results clearly in written reports. 8. Design fundamental experiments involving principles of chemistry. 9. Identify appropriate sources of information for conducting laboratory experiments involving principles of chemistry.
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Course Requirements and Evaluation:

Grading scale: 100-90 = A 80-89 = B 79-70 = C 69-60 = D <59 = F

Weighted totals:

ALEKS Online Homework	15%
Lab Assignments	25%
Test 1, 2, 3, and 4	30%
Midterm Exam	15%
Final Exam	15%

Homework:

Watch my "Get Started" video over the syllabus and then my "ALEKS: Homework" video. I have linked you to these ALEKS assignments in Blackboard under the **Content**. Click on the link and you will then be directed to ALEKS where you **must register** for the ALEKS software. How to register is described in detail under your **Start Here Folder** in Blackboard. After Registration you will take a brief Tutorial, or introduction to the ALEKS interface. It shows you how to enter the various kinds of answers that you may be asked to provide in ALEKS. The ALEKS homework assignments have multiple attempts. Most questions have unlimited attempts on ALEKS. Make sure to access your online homework through Blackboard so your grade will be automatically imported into Blackboard. Due dates for all homework are in the syllabus and on ALEKS. When registering in ALEKS, you will need to enter an e-mail and password. Please use your **PJC Dragon E-mail** only and make sure you use a password that you will remember.

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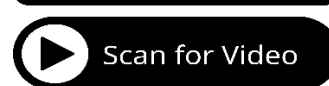
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preventable.



988

Course Schedules:

Chapters
Chapter 1: Essential Ideas
Chapter 2: Atoms, Molecules, and Ions
Chapter 3: Composition of Substances and Solutions
Chapter 4: Stoichiometry of Chemical Reactions
<u>Midterm Exam</u>
Chapter 5: Thermochemistry
Chapter 6: Electronic Structure and Periodic Properties of Elements
Chapter 7: Chemical Bonding and Molecular Geometry
Chapter 8: Advanced Theories of Covalent Bonding
Chapter 9: Gases
<u>Final Exam</u>

Week		Lab Session
Aug 17		Intro to Lab, Safety, Lab Safety Quiz and Lab Safety Test – Instructor Introduction
Aug 24		Measurement Lab and Separating Mixture – Chapter 1
Aug 31		Periodic Table Lab and Nomenclature and Household Items (paper lab) – Chapter 2; Instructor Demo (alkali metals) on Sept 2
Sept 7		Empirical Formula/Dilutions Lab
Sept 14		Mole Conversion and Percent Composition Lab
Sept 21		Copper Torture Lab
Sept 28		Precipitation and Redox Lab – Instructor Led Stoichiometry Fireworks – Instructor Led
Oct 5		Stoichiometry/Percent Yield Lab
Oct 12		School Holiday: Oct 12, 13, and 14 Titration Lab (ALEKS)
Oct 19		Hess's Law and Specific Heat Lab
Oct 26		Flame Test and Electron Configuration Lab – Instructor Led on Wednesday
Nov 2		Molecular Geometry Lab
Nov 9		Continue Molecular Geometry Lab
Nov 16		Gas Law Lab
Nov 23		Thanksgiving Break
Nov 30		Finals review – no lab
Dec 7		Final exam week: no lab

***Labs are subject to change per instructor decision.**

Week	Weekly Assignments and Due Dates
Aug 17	1. Intro to Lab, Safety, Lab Safety Quiz and Lab Safety Test (Due 8/23) 2. Chapter 1 Homework (Due 8/30)
Aug 24	1. Measurement and Separating Mixture Lab (Due 8/30)
Aug 31	1. First Assignment on Blackboard (Due 8/31) 2. Chapter 2 Homework (Due 9/6) 3. Periodic Table Lab/Nomenclature of Household Items (Due 9/6) 4. Practice Test on how Blackboard Lockdown Browser and Monitoring System works (assignment grade for this) (Due 9/6)
Sept 7	1. Empirical Formula/Dilutions Lab (Due 9/20) 2. <u>Test #1: Chapter 1 (Due 9/9) during class (online test)(timed test)</u> 3. <u>Test #1: Chapter 2 (Due 9/10) during class (online test)(timed test)</u>
Sept 14	1. Chapter 3 Homework (Due 9/20) 2. Mole Conversion/Percent Composition (Due 9/20)
Sept 21	1. Chapter 4 Homework:(Due 10/4) 2. Copper Torture Lab (Due 9/27)
Sept 28	1. Precipitation and Redox Lab – Instructor Led: Monday:(Due 10/4) 2. Stoichiometry Fireworks (Instructor Led: Wednesday) Due the same day
Oct 5	1. Stoichiometry/Percent Yield Lab:(Due 10/6) 2. <u>Test #2: Chapter 3 (Due 10/7) during class (online test)(timed test)</u> 3. <u>Test #2: Chapter 4 (Due 10/8) during class (online test)(timed test)</u>
Oct 12	School Holiday: Oct 12, 13, and 14 Titration Lab on ALEKS (Due 10/14) <u>Midterm Exam over Chapter 1, 2, 3, and 4 in classroom (1 and 2: 10/15 and 3 and 4: 10/16)</u>
Oct 19	1. Chapter 5 Homework (Due 10/25) 2. Hess's Law and Specific Heat Lab (Due 10/25)
Oct 26	1. Chapter 6 Homework (Due 11/1) 2. Flame Test and Electron Configuration Lab – Instructor Led: Wednesday (Due 11/1)
Nov 2	1. <u>Test #3: Chapter 5 (Due 11/4) during class (online test)(timed test)</u> 2. <u>Test #3: Chapter 6 (Due 11/5) during class (online test)(timed test)</u>
Nov 9	1. Chapter 7 Homework and Chapter 8 Homework (Due 11/15) 2. Molecular Geometry Lab -paper lab and Molecular Models Virtual Lab on ALEKS (Due 11/15)
Nov 16	1. Chapter 9 Homework (Due 11/29) 2. Gas Law Lab on ALEKS (Due 11/29)
Nov 23	Thanksgiving Break
Nov 30	1. <u>Test #4: Chapter 7 and 8 (Due 12/2) during class (online test)(timed test)</u> 2. <u>Test #4: Chapter 9 (Due 12/3) during class (online test)(timed test)</u>
Dec 7	<u>Final Exam over Chapter 5, 6, 7, 8, and 9 in classroom (5 and 6: 12/8 and 7, 8, and 9: 12/9)</u>

Chem 2423.100
Organic Chemistry
Fall 2026

Instructor: Mrs. Lisa Shelton

Office: MS 210C

Phone: 903-782-0481

Email: ls Shelton@parisjc.edu or blackboard (Preferred method of contact Blackboard messages)

Office Hours: MW 8:30-9:30 GC ; T 2:00-3:00 Paris; R 12:15-1:00

Meeting Location: MS 201 and MS 203

Meeting Days: Lecture TR; Lab R

Meeting Times: Lecture-8-9:30; Lab 1-4

Course Description:

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities will reinforce fundamental principles of organic chemistry, as previously listed. Methods for the purification and identification of organic compounds will be examined. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Prerequisites: General Chemistry I, General Chemistry II (Lecture and Laboratory), and Organic Chemistry II

Co-requisite: None

Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will be examined.

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with ALEKS (Smith: Organic Chemistry 7e edition McGraw Hill; ISBN: 9781264692033) for homework. You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Note that reliable internet is required. Goggles are provided lab, but you can purchase them at Lowe's or Home depot if you prefer.

Course Goals and Objectives:

Foundation Component Area: Life and Physical Sciences Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

<u>Required Core Objectives:</u> Student Learning Outcomes (Core Curriculum-Level) 1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information 2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication 3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions 4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal	<u>Student Learning Outcomes (Physical Science Program-Level)</u> The main objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences and to enable the student to understand the basis for building and testing theories. The exemplary educational core objectives for natural sciences are: 1. To understand and apply method and appropriate technology to the study of chemistry, 2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing, 3. To identify and recognize differences among competing scientific theories, 4. To demonstrate knowledge of major issues and problems facing modern science, including issues that touch upon ethics, values and public policies, 5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.
<u>Student Learning Outcomes (Chem 2423 Lecture):</u> Upon successful completion of this course, students will: 1. Classify organic compounds by structure, molecular orbitals, hybridization, resonance, tautomerism, polarity, chirality, conformation, and functionality. 2. Identify organic molecules using appropriate organic nomenclature. 3. Describe the principle reactions for syntheses of molecules, ions, and radicals. 4. Describe organic reactions in terms of radical and ionic mechanisms. 5. Describe the use of spectroscopic data to determine the structure of organic molecules. 6. Formulate appropriate reaction conditions for the synthesis of simple organic molecules	<u>Student Learning Outcomes (Chem 2423 Lab):</u> Upon successful completion of this course, students will: 1. Perform chemical experiments, analysis procedures, and waste disposal in a safe and responsible manner. 2. Utilize scientific tools such as glassware and analytical instruments to collect and analyze data. 3. Identify and utilize appropriate separation techniques such as distillation, extraction, and chromatography to purify organic compounds. 4. Record experimental work completely and accurately in laboratory notebooks, and communicate experimental results clearly in written reports. 5. Demonstrate a basic understanding of stereochemistry. 6. Classify organic compounds by structure, molecular orbitals, hybridization, resonance, tautomerism, polarity, chirality, conformation, and functionality in laboratory reports. 7. Identify organic molecules using appropriate organic nomenclature in laboratory reports. 8. Perform organic syntheses of molecules. 9. Describe organic reactions in terms of radical and ionic mechanisms in laboratory reports. 10. Use spectroscopic data to determine the structure of organic molecules. 11. Formulate appropriate reaction conditions for the synthesis of simple organic molecules.

Course Requirements and Evaluation:

Grading scale: 100 to 89.5--A 89.49 to 79.5--B 79.49 to 69.5--C 69.49 to 59.5--D Below 59.5--F

Weighted totals:

Quizzes (25%)

Lab Assignments (20%)

Attendance (5%)

4 Major Tests and Final (50%)

Tests:

The major tests will cover all lecture material discussed between the major test dates. Material covered on major tests dates in Lecture WILL NOT be on major tests. Major tests must be done in PENCIL and must have work shown. **You will need a periodic table for each major test—print one out (from BlackBoard) and bring it to tests.**

Labs:

The simple average of labs will count as the lab average. Lab reports are due every Sunday after a lab. You are only allowed to make-up one lab. The rest of the labs missed will result in a zero. A lab notebook is due at the end of the course and you must have the title, purpose, materials, and procedure of the lab filled out in your lab notebook before you can begin a lab.

Quizzes

A quiz will be given at the beginning of every lab to work on with your lab group. Quizzes will be given over each chapter. McGraw Hill ALEKS 360 will be used for extra credit assignments. These assignments have several attempts. You **do not** have to complete all attempts, but I do take the **highest score**.

Mid-Term Grades:

PJC instructors are required to enter mid-term grades during the eighth week of the semester (**October 16th**). Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff. *Note:* Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working. Please meet with your instructor if you have a concern about your grades at the mid-term.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD) of **Sept 9th** to be counted as present in the course. **You must complete this assignment by Sept 8th at 11:59 PM.** Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook. **The student will be asked to leave the classroom if they are on their cell phone or laptop per PJC Student Handbook.**

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. For online courses, students must complete work in a timely manner and follow due dates. LAST DAY TO DROP with a "W" is **Nov 12**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Common plagiarism cases in Chemistry that must be avoided: Students copy answers from the back of the book, each other, or online websites. Students sharing the same lab report or working on calculations together (collaborating). Students not providing proper in-text citations and sources. Students storing data in their graphing calculator during a quiz, or test.

Artificial Intelligence (AI):

(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonest

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by Blackboard.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law. Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

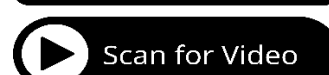
Mental health conditions are common and treatable. Suicide is

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



preventable.



Course Schedules:

Lecture Schedule: See Course Calendar available on Blackboard (Chapters 1-11) Tentative.

Chapter 1: Structure and Bonding

Chapter 2: Acids and Bases

Test 1

Chapter 3: Introduction to Organic Molecules and Functional Groups

Chapter 4: Alkanes

Test 2

Chapter 5: Stereochemistry

Chapter 6: Understanding Organic Reactions

Test 3

Chapter 7: Alkyl Halides and Nucleophilic Substitution

Chapter 8: Alkyl Halides and Elimination Reactions

Chapter 9: Alcohols, Ethers, and Related Compounds

Test 4

Chapter 10: Alkenes and Addition Reactions

Chapter 11: Alkynes and Synthesis

Chapter 12: Oxidation and Reduction

Final

Week	Labs
1	Lab Safety, Lab Notebook, Lab Report, Lab Safety Contract, Molecular Models Lab, Quiz 1
2	Identifying An Organic Compound by Melting/Boiling pt Lab, Quiz 2
3	Test 1 over Chapter 1 and 2 ALEKS Lab - Organic Qualitative Analysis - Identifying Alkanes, Alkenes, and Alkyl Halides Due 9/13
4	Simple and Fractional Distillation of Unknown Mixture Lab, Quiz 3
5	Cis and Trans Lab, Quiz 4
6	Test 2 over Chapter 3 and 4
7	Polarimeter Lab, Quiz 5
8	Aspirin from Willow Bark Lab and Synthesis of an Aspirin Lab, Quiz 6
9	Test 3 over Chapter 5 and 6 ALEKS Lab - Nucleophilic Substitution Reaction • Miniscale Synthesis of 1-Bromobutane Due 10/25
10	Synthesis, Isolation, and Purification of Ester Lab, Quiz 7
11	Test 4 online on ALEKS over Chapters 7, 8, and 9 ALEKS Lab - Addition Reaction • Microscale Hydroboration of 3,3-Dimethyl-1-butene Due 11/8
12	Thin Layer Chromatography – TLC, Quiz 8
13	Saponification, Quiz 9
14	No Lab - Thanksgiving
15	Mass Spec and IR Paper Lab, Quiz 10
16	Final Exam (Chapters 10, 11, and 12)

Labs to tentatively be performed (Other labs may be substituted at the instructor's discretion):

Week 1:	Tuesday:	Syllabus Essentials –Chapter 1
	Thursday:	Chapter 1
Week 2:	Tuesday:	Chapter 1 and 2
	Thursday:	Chapter 2
Week 3:	Tuesday:	Chapter 2 and 3
	Thursday:	Chapter 3– Major Test #1 during lab time (Chapters 1 and 2)
Week 4:	Tuesday:	Chapter 3 and 4
	Thursday:	Chapter 4
Week 5:	Tuesday:	Chapter 4 and 5
	Thursday:	Chapter 5
Week 6:	Tuesday:	Chapter 5 and 6
	Thursday:	Chapter 6 - -Major Test #2 during lab time (Chapters 3 and 4)
Week 7:	Tuesday:	Chapter 6
	Thursday:	Chapter 7
Week 8:	Tuesday:	Chapter 7
	Thursday:	Chapter 7 and 8
Week 9:	Tuesday:	Chapter 8
	Thursday:	Chapter 9 - Major Test #3 during lab time (Chapters 5 and 6)
Week 10:	Tuesday:	Chapter 9
	Thursday:	Chapter 9

Week 11:	Tuesday:	Chapter 10
	Thursday:	Chapter 10 - - Major Test #4 online ALEKS Respondus Lockdown (Chapters 7-9)
Week 12:	Tuesday:	Chapter10
	Thursday:	Chapter 11
Week 13:	Tuesday:	Chapter 11
	Thursday:	Thanksgiving
Week 14:	Tuesday:	Chapter 12
	Thursday:	Chapter 12
Week 15:	Tuesday:	Chapter 12
	Thursday:	Final Exam Review
Week 16:	Final Exam (Major Test #5) Chapters 10,11,12	

Course # (CNBT 2310)
Course Title (Commercial/Industrial Blueprint Reading)
Fall A 2026

Instructor: David Hartman
Office: A122
Phone: 903-457-8738
Email: dhartman@parisjc.edu
Office Hours: MTWR 7AM-8AM
MTWR 9:05-10:00

Meeting Location: A120
Meeting Days: MW
Meeting Times: 10 AM to 12 AM
Meeting Days: TR
Meeting Times: 10 AM to 11 AM

Course Description:

Provides an integrated look at the practice of Blueprint reading for Commercial/Industrial construction.

Credits: 3 SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NA- M, NA- R, NA- W.

Prerequisite(s): High school Diploma or GED

Required Textbook(s) and Materials:

Print Reading For Construction Author: Brown

Edition: 8th, © 2023

ISBN: 9781649259851

1 – Engineering Scale 1 – Architect Scale

Course Goals and Objectives:

Scale commercial/industrial prints with architectural and engineering scales; identify construction blueprint symbols and abbreviations; interpret a set of commercial/industrial construction contract documents; and correlate elevations, sections, details, plan views, schedules, and general notes.

Course Schedule:

Week Topic

- Week 1 -Construction Drawing Organization
 - Construction math and Application
- Week 2 -Reading Measuring Tools and Using Scales
 - Lines and Symbols
- Week 3 -Fundamental Drawing Practices
 - Specifications and Building Codes
 - Construction Materials-Types and uses
- Week 4 -Site Plans
 - Site & Architectural Plans
- Week 5 -Foundation & Structural Plans
 - Residential Framing Plans
 - Plumbing & HVAC Plans

Week 6 - Electrical Plans
Week 7 -Welding Plans
- Estimating Construction Cost / Review
Week 8 -Finals

Course Requirements and Evaluation:

Testing, 25% of total grade/Attendance, 50% of total grade/Daily Grade 25% of total grade

Beginning with the spring semester 2001, a grade of “D” will not be given. An average of 70 or above will be considered passing while a grade below 70 will be considered failing.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student.

Students are expected to be present at each class meeting for the entire session. Points lost for tardiness or for leaving class early: 5 minutes 1 point, 6 minutes to 20 minutes 10 points, 21 minutes to 30 minutes 20 points, 31 minutes to 45 minutes 30 points, over 45 minutes 100 points. Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is *Oct 1st*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

AI is Prohibited:

This course assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity

do the writing of any substantive portion of an assignment for them, which includes hiring a person or a company to write assignments and using artificial intelligence tools like ChatGPT.

ADA Statement

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Tech Support:

For computer or log in issues please contact Tech Support

<https://www.parisjc.edu/technology/pjc-it-checklist.php>

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

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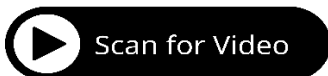
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



"For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency."

SOCIAL SECURITY NUMBER – Social security number disclosure is required by Section 231.302(c)(1) of the Texas Family Code in order to obtain a license.

Acknowledgement:

This is to acknowledge that I have received a copy of the syllabus for the course CNBT 2310, Commercial / Industrial Blueprint. Reading I understand that it is my responsibility to read and understand the syllabus and to abide by the guidelines presented therein.

Printed Name

Signature

Date

Cell #

COMM 1307 20E0

Introduction to Mass Communication

Fall 2026-Flex1

Instructor: Jodi Pack

Office Hours

Office: N/A

Phone: 903-782-0321

Email: jpach@parisjc.edu

Zoom meetings may be scheduled upon request.

Use Bb messages for all course-related questions

Course Description: Survey of basic content and structural elements of mass media and their functions and influences on society. *Credits: 3 SCH = 3 lecture Hours*

TSI Requirement: 351 R, 340 W. Prerequisite(s): None

Required Textbook(s) and Materials: This course features a free OPEN SOURCE textbook. The Textbook and all course materials may be accessed through Blackboard.

Core Goals and Objectives: Core Course Competencies

- Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Demonstrate Social Responsibility--to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- Demonstrate Personal Responsibility—to include the ability to connect choices, actions and consequences to ethical decision-making.

Student Learning Outcomes (Course-Level):

- Demonstrate understanding of the fundamental types, purposes, and relevance of mass communication.
- Demonstrate understanding of mass media in historic, economic, political, and cultural realms.
- Demonstrate understanding of the business aspects of mass media and the influence of commercialism.
- Demonstrate understanding of evolving media technologies and relevant issues and trends.
- Demonstrate understanding of mass media values, ethics, laws, and industry guidelines.
- Demonstrate understanding of globalization of mass media.
- Demonstrate understanding of media effects on society.

Program Learning Outcomes: Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

- Communication & Expression Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
- Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
- Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
- Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
- Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Course Requirements and Evaluation: During the course, students will complete five unit exams, three major assignments, and learning activities that reflect the content and nature of unit topics.

Course Content and Evaluation			
Media Literacy Audit	15%	Final Grade	
Podcast Production	20%	90%-100%=	A
Final Project	25%	80%-89%=	B
Unit Exams	20%	70%-79%=	C
Learning Activities	20%	60%-69%=	D
Total	100%	0%-59%=	F

Course Policies:

- Submit all required documents in **.pdf** format unless otherwise stated.
- Exams will not be reopened for failure to complete by the due date/time.
- Learning Activities will not be reopened for failure to complete by the due date/time.
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Syllabus Subject to Change: This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Bb Blackboard announcement and PJC email

Course Schedule: *The instructor reserves the right to change the course schedule if deemed necessary. Students will be given advanced notice of alterations to the schedule. All updates will be reflected in the Blackboard Calendar tool.*

Week	Content Due	Due Date	Topic study	Module Study
Week 1	First Assignment	Wed 8/26	Introduction	Module 1
			Media Theory	Module 2
Week 2	Unit 1: LA	Sun 8/30	Books	Module 3
	Unit 1 Exam	Wed 9/2	Newspapers	Module 4
Week 3	Media Literacy Audit	Wed 9/9	Magazines	Module 5
			Music & Radio	Module 6
Week 4	Unit 2: LA	Sun 9/13	Film	Module 7
	Unit 2 Exam	Wed 9/16	Television	Module 8
Week 5	Unit 3: LA	Sun 9/20	Video Games	Module 9
	Unit 3 Exam	Wed 9/23	Internet	Module 10
Week 6	Unit 4: LA	Sun 9/27	Advertising & PR	Module 11
	Unit 4 Exam	Wed 9/30	Media Ethics	Module 12
	Podcast Production	Sun 10/4	Media & Government	Module 13
Week 7	Unit 5: LA	Wed 10/7		
	Unit 5 Exam	Sun 10/11		
Week 8	Final Project	Mon 10/12		

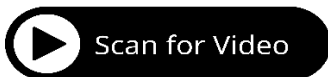
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COMM 1307

Introduction to Mass Communication

Fall 2026-Flex1

Instructor: Alex Peevy

Office: MB104 (Paris)

Phone: 903-782-0321

Email: apeevy@parisjc.edu

Office Hours

Mon-Thur

8:30-9:30 a.m. 1:00-3:00 p.m.

Zoom meetings may be scheduled upon request.

Use Bb messages for all course-related questions

Course Description: Survey of basic content and structural elements of mass media and their functions and influences on society. *Credits:3 SCH = 3 lecture Hours*

TSI Requirement: 351 R, 340 W. Prerequisite(s): None

Required Textbook(s) and Materials: This course features a free OPEN SOURCE textbook. The Textbook and all course materials may be accessed through Blackboard.

Core Goals and Objectives: Core Course Competencies

- Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Demonstrate Social Responsibility--to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- Demonstrate Personal Responsibility—to include the ability to connect choices, actions and consequences to ethical decision-making.

Student Learning Outcomes (Course-Level):

- Demonstrate understanding of the fundamental types, purposes, and relevance of mass communication.
- Demonstrate understanding of mass media in historic, economic, political, and cultural realms.
- Demonstrate understanding of the business aspects of mass media and the influence of commercialism.
- Demonstrate understanding of evolving media technologies and relevant issues and trends.
- Demonstrate understanding of mass media values, ethics, laws, and industry guidelines.
- Demonstrate understanding of globalization of mass media.
- Demonstrate understanding of media effects on society.

Program Learning Outcomes: Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

- Communication & Expression Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
- Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
- Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
- Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
- Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Course Requirements and Evaluation: During the course, students will complete five unit exams, three major assignments, and learning activities that reflect the content and nature of unit topics.

Course Content and Evaluation			
Media Literacy Audit	15%	Final Grade	
Podcast Production	20%	90%-100%=	A
Final Project	25%	80%-89%=	B
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Week	Content Due	Due Date	Topic study	Module Study
Week 1	First Assignment	Wed 8/26	Introduction	Module 1
			Media Theory	Module 2
Week 2	Unit 1: LA	Tue 9/1	Books	Module 3
	Unit 1 Exam	Tue 9/1	Newspapers	Module 4
Week 3	Media Literacy Audit	Thu 9/10	Magazines	Module 5
			Music & Radio	Module 6
Week 4	Unit 2: LA	Tue 9/15	Film	Module 7
	Unit 2 Exam	Tue 9/15	Television	Module 8
Week 5	Unit 3: LA	Tue 9/22	Video Games	Module 9
	Unit 3 Exam	Tue 9/22	Internet	Module 10
Week 6	Unit 4: LA	Tue 9/29	Advertising & PR	Module 11
	Unit 4 Exam	Tue 9/29	Media Ethics	Module 12
	Podcast Production	Thu 10/1	Media & Government	Module 13
Week 7	Unit 5: LA	Tue 10/6		
	Unit 5 Exam	Tue 10/6		
Week 8	Final Project	Mon 10/12		

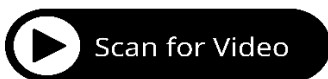
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COMM 1307 20F0

Introduction to Mass Communication

Fall 2026-Flex2

Instructor: Alex Peevy

Office: MB104 (Paris)

Phone: 903-782-0321

Email: apeevy@parisjc.edu

Office Hours

Mon-Thur

8:30-9:30 a.m. 1:00-3:00 p.m.

Zoom meetings may be scheduled upon request.

Use Bb messages for all course-related questions

Course Description: Survey of basic content and structural elements of mass media and their functions and influences on society. *Credits:3 SCH = 3 lecture Hours*

TSI Requirement: 351 R, 340 W. Prerequisite(s): None

Required Textbook(s) and Materials: This course features a free OPEN SOURCE textbook. The Textbook and all course materials may be accessed through Blackboard.

Core Goals and Objectives: Core Course Competencies

- Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
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Student Learning Outcomes (Course-Level):

- Demonstrate understanding of the fundamental types, purposes, and relevance of mass communication.
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Week 7	Unit 5: LA	Tue 12/1		
	Unit 5 Exam	Tue 12/1		
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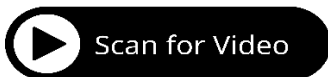
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COMM 1307 25D0

Introduction to Mass Communication Fall 2026-16-Weeks

Instructor: Jodi Pack

Office Hours

Office: N/A

Phone: 903-782-0321

Email: jpach@parisjc.edu

Zoom meetings may be scheduled upon request.

Use Bb messages for all course-related questions

Course Description: Survey of basic content and structural elements of mass media and their functions and influences on society. *Credits: 3 SCH = 3 lecture Hours*

TSI Requirement: 351 R, 340 W. Prerequisite(s): None

Required Textbook(s) and Materials: This course features a free OPEN SOURCE textbook. The Textbook and all course materials may be accessed through Blackboard.

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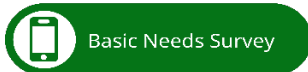
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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Course Schedule: *The instructor reserves the right to change the course schedule if deemed necessary. Students will be given advanced notice of alterations to the schedule. All updates will be reflected in the Blackboard Calendar tool.*

Week	Content Due	Due Date	Topic study	Module Study
Week 1	First Assignment	Sun 8/30	Introduction, Media Theory	Module 1, 2
Week 2	Unit 1: LA	Sun 9/6	Books	Module 2
Week 3	Unit 1 Exam	Sun 9/13	Newspapers	Module 3, 4
Week 4	Media Literacy Audit	Sun 9/20	Magazines, Music & Radio	Module 5, 6
Week 5	Unit 2: LA	Sun 9/27	Film	Module 7
Week 6	Unit 2 Exam	Sun 10/4	Television	Module 8
Week 7	Unit 3: LA	Sun 10/11	Video Games	Module 9
Week 8	Unit 3 Exam	Sun 10/18	Internet	Module 10
Week 9	Unit 4: LA	Sun 10/25	Advertising & PR	Module 11
Week 10	Unit 4 Exam	Sun 11/1	Media Ethics	Module 12
Week 11	No deadline/work on podcast	Sun 11/8		
Week 12	Podcast Production	Sun 11/15	Media & Government	Module 13
Week 13	Unit 5: LA	Sun 11/22		
Week 14	No Deadline/Thanksgiving	Sun 11/29		
Week 15	Unit 5 Exam	Sun 12/2		
Week 16	Final Project	Sun 12/6		

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Dual Credit English 1301.730 and .731/Junior English

Fall 2026

Instructor: Brittany Figueroa

Room: 2009

E-mail: figueroab@greenvilleisd.com

Tutoring: Monday, Wednesday, Thursday, Friday 4:10-4:40 p.m.

Course Description:

Dual Credit English III is designed for students to complete both junior-level high school English and the first two semesters (1301 and 1302) of English at Paris Junior College. The goal is to develop and strengthen skills in language arts, both as a reader and a writer. **This class will be an intensive study of and practice in the writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis will be placed on effective rhetorical choices, including audience, purpose, arrangement, and style, and focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.** This class covers a combination of fiction and nonfiction texts across a variety of genres. Traditionally, English III focuses on American literature; however, other texts may be explored. Successful completion of this class will result in dual credit for the student. Credits: 3 SCHs.

Textbook: Kirsznner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide* (packed with *Achieve* for labs). 16th ed. Bedford/St. Martin's, 2024 and Hacker *A Pocket with Writing about Literature*. ISBN: 9781319532345

Novel: Instructor's choice.

Course Goals and Objectives:

The general course goals of 1301 are to have students improve writing abilities and increase proficiency in **critical reading and in writing nonfiction prose** with emphasis on narration, description, exposition, and persuasion. The general purpose of high school junior English is to improve **analytical reading and writing skills** using American literature as a foundation.

Course Requirements and Evaluation

PJC 1301 Required Text and Assignments:

- Minimum of 5 full essays, various modes
- At least one of the 5 full essays should be a documented essay (using 2021 MLA and applying the assessment rubric)
- Final exam Exemptions:
 - Students with 4 or fewer absences and an essay average of 80 or higher may be exempted from the final exam.
 - Remaining students will write a 5th essay at the time of the final, and the grade will replace the lowest essay grade of the first 4 essays
 - The 5th essay grade will also count as the final exam grade
 - Averages for exempted students will not include a final exam grade

- The exemption is not mandatory; students may choose to write a 5th essay
- LAB (in Blackboard)
 - Will count 15% of the final grade
 - Automatic grading of quizzes and averaging by Blackboard will create a single Lab grade

ENGL 1301 Labs: Online

Lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed **outside of the scheduled classroom time**. The labs **MUST** be completed by the stated due dates. **They will NOT be reopened under ANY circumstances.** Plan and complete them by the scheduled due dates - December 1st. **There are a total of 15 lab items and two diagnostic tests.** Expect to spend, on average, an hour for each of the labs and 30 minutes on each diagnostic test, for a total of **16 hours**.

Completion Requirements:

- Final Score of 70 or above in the class
- TSI Requirement: Reading, 340 +; Writing, 4 or above

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day before the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a **grade of "W" is Thursday, November 12th**. The expectation for attendance for GHS is 90%; however, to be successful in this class, attendance and punctuality (avoiding tardiness) are crucial.

Students are responsible for notes and assignments that are missed. **No more than one late paper will be allowed. A late paper will be penalized five points per day and will not be accepted after one week.**

Please keep in mind that these make-up policies apply to extracurricular absences as well.
You are not penalized for an extracurricular absence.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom. At GHS, phones must be completely out of sight and powered off.

No obscene/vulgar language will be permitted in the classroom.

Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook. (Both the PJC and GHS student handbooks are on the schools' websites.)

Academic Honesty:

In the pursuit of learning, it is expected that students will engage **in honest academic endeavor to the highest degree of honor and integrity**. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others, including the use of AI without proper documentation, will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the Vice President of Student Access and Success for disciplinary action, such as dismissal from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903.782.0211.

Artificial intelligence (AI) English

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever

(100.4°F or higher). You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below. Changes will be posted in Google Classroom.

Mental Health Conditions

Mental health conditions are common and treatable.

Suicide is preventable.

A suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

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Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.

4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.

5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of **oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.**

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. Demonstrate **Communications Skills**—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
3. Demonstrate **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange, and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) Language and apply correct forms of English that are most widely accepted as clear and proper
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to an audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluations:

Writing assignments, in-class writing or editing workshops, group work, class discussions, tests and quizzes, lecture/notes, and reading assignments.

Course Policies Concerning Essays:

Essay Assignments: All essays/writing assignments should be submitted by the beginning of the class in which the assignment is due. Submit as a Word or Google Doc attachment.

A research paper turned in without proper documentation (works cited page OR parenthetical citation) will receive a zero. Such an act constitutes plagiarism and will be subject to the consequences outlined above.

Peer Review Assignments:

There will be an in-class peer review exercise for each assigned essay. These scheduled peer review exercises count as quiz grades.

A research paper submitted without a works cited page (in MLA format) and/or without parenthetical citations constitutes plagiarism and will be subject to the above consequences. The paper grade will be a zero.

GHS Classroom Procedures:

- **Cell phones:** Cell phones or any other electronic devices are not allowed to be on during the academic day. They must be powered off and stored away. The specifics and consequences are covered in the Student Handbook and Code of Conduct.
- **Absences:** It is your responsibility to find out what you missed after an absence. Please ask a classmate for assistance to overcome missing assignments. At the end of class, I will dismiss you. Please do not start gathering your belongings until instructed to do so.
- **Daily objectives and expectations will be in Google Classroom.** Some work will be done through Google Classroom. Other assignments will be on paper or in your notebook. **Make-up work:** All make-up work must be completed within 3 days of returning to school, unless you have personally obtained an extension from your teacher due to extenuating circumstances.
- **Late work:** All late work will be subject to a point deduction, especially if it is habitual.
- **Starting & finishing class:** With rare exceptions, you will have an assignment on the board when class begins. I should not have to ask you to begin this assignment.
- **Cheating** - I believe that your ideas are important—use them. If you borrow from others' work, document appropriately. Avoid plagiarism. Cheating carries an automatic zero; cheating includes presenting someone else's work or work from an online or offline source as your own, assisting others in cheating, copying from a classmate or online or offline source, or any other means of dishonestly gaining an unfair advantage on any classroom assignment. In the first instance of plagiarism, you will be allowed to redo the assignment in tutorials for a max grade of 70. Any subsequent cheating will result in a zero with no chance to redo the assignment.

Grading Policy: Grades for each grading period will be calculated according to the following percentages:

Essays and Projects: 70%

Lab: 15%

Peer Reviews, daily assignments: 15%

Both the final exam and the documented argumentative essay are required.
Evaluation rubrics are posted in Google Classroom for each writing assignment.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. **It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form.** For more information, please refer to the Paris Junior College Catalog or Student Handbook. Accommodation requests must be filed with PJC for dual credit classes; **GHS accommodations do not apply to dual credit classes.**

Tentative Course Schedule/Outline (subject to change):

First 9 Weeks: August 17- October 16:

Celebrating Differences: Reading/Writing with an Analytical Perspective and Pre-Colonial and Colonial America

Standards of focus:

- Language Usage: Vocabulary / Literary Conventions
 - Reading and Analyzing Literature
 - Reading and Analyzing Informational Text
 - Speaking & Listening
 - Narrative and Descriptive Writing
- Patterns of College Writing: 29-47, 97-101, 151-159*

Assignments:

- Focused Notes
- Personal Narrative Essay #1
- Various Content Assignments
- Descriptive Essay #2
- Grammar & conventions practice through daily Bell Ringers
- Required Labs (PJC)

Literature:

- *The Extraordinary Life of Sam Hell*, a narrative/descriptive novel
- Literature, Speeches, Historical Documents
 - ["The World on the Turtle's Back"](#)
 - Indigenous Mythology - Assignment
 - Snippets of Day-to-Day Life in Colonial Times
 - ["Discovering Columbus" - non-fiction](#)
 - ["Speech in the Virginia Convention" 1775 - speech](#)
 - ["The Declaration of Independence" 1776 -document](#)

Second 9 Weeks: October 19- December 18:

Celebrating Differences: Reading/Writing with an Analytical Perspective on War and the American Renaissance

Standards of focus:

- Language Usage: Vocabulary / Literary Conventions
- Reading and Analyzing Literature:
- Reading and Analyzing Informational Texts
- Speaking & Listening
- Argumentative Research

Patterns of College Writing: 519-545, 201-206, 209-210,

Assignments:

- Argumentative Essay #3
- Demonstrating elements of research Essay #4 (MLA 2021)
- Various assignments related to the novel; Essay #5 (timed)
- Collaborative work on selected pieces (examples listed below)
- Grammar & conventions practice through daily Bell Ringers
- Required Labs (PJC)

Literature:

- Selected works

["Ain't I a Woman?" Sojourner Truth](#)

Excerpts: Harriet Tubman and Loretta Velasquez

- ["The Devil and Tom Walker"](#) by Washington Irving
- various pieces "Self-Reliance" by Ralph Waldo Emerson;
- "Walden" by Henry David Thoreau
- ["The Minister's Black Veil"](#) by Nathaniel Hawthorne
- from ["What the Black Man Wants"](#) by Frederick Douglass
- Edgar Allan Poe – individual choice/annotation

NOTE: The contents of this syllabus are subject to change. Should a change be made, students will be notified, and a new syllabus will be posted in Google Classroom.

COSC 1301.73A0
Introduction to Computing
Fall 2026

Instructor: Jennifer Rollins
Office: GHS 1312
Phone: 903.408.4772
Email: jrollins@parisjc.edu
Office Hours:
MTRF: 4:10 PM – 5:30 PM

Meeting Location: MTWRF
Meeting Days: MTWRF
Meeting Times: 8:30 AM – 9:15 AM

Course Description:

Overview of computer systems—hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

3 Credit Hours 2 Lecture Hours 1 Lab Hours

Required Textbook(s) and Materials:

This class is a part of the Inclusive Access program. This means that unless you opt out, your book and materials are provided. You may also need a USB Flash drive to save your assignments if you are working on a public computer (including the computers in Paris, Greenville, and Sulphur Springs centers.)

What is inclusive Access:

<https://www.parisjc.edu/main/inclusive-access/>

Course Goals and Objectives:

Upon successful completion of this course, students will:

1. Describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communications systems.
2. Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.
3. Demonstrate the ability to create and use documents, spreadsheets, presentations and databases in order to communicate and store information as well as to support problem solving.
4. Describe the need and ways to maintain security in a computing environment.

Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
9/3	Course Introduction	Complete First Assignment Quiz
9/10	Word 1-Creating and Modifying a Flyer	Word 1 Textbook Project, Lab Project, and Quiz
9/17	Word 2-Creating a Research Paper	Word 2 Textbook Project, Lab Project, and Quiz
9/24	Word Exam	

10/01	PowerPoint 1-Creating and Editing Presentations with Pictures	PowerPoint 1 Textbook Project, Lab Project, and Quiz
10/8	PowerPoint 2-Enhancing Presentations with Shapes and SmartArt	PowerPoint 2 Textbook Project, Lab Project, and Quiz
10/15	PowerPoint Exam	
10/16	Midterm Grades	All Assignments for Word and PowerPoint are due and will receive a 0 if not submitted at this time.
10/22	Excel 1-Creating a Worksheet and a Chart	Excel 1 Textbook Project, Lab Project, and Quiz
10/29	Excel 2-Formulas, Functions, and Formatting	Excel 2 Textbook Project, Lab Project, and Quiz
11/05	Excel Exam	
11/12	Access 1-Databases and Database Objects	Access 1 Textbook Project, Lab Project, and Quiz
11/19	Access 2-Querying a Database	Access 2 Textbook Project Lab Project, and Quiz
11/26	Access Exam	
12/3	Last submission date	All assignments except the final exam must be submitted by midnight to receive a grade.
12/10	Final Exam	Multiple choice comprehensive exam

Course Requirements and Evaluation:

All quizzes, exams, and projects have a due date that should be followed. Please see calendar above for further details.

The grade that you see in Cengage and Blackboard is the average of what you have submitted, not everything that is due at the time. Before submitting progress reports, midterm or final grades, a zero will be entered for any assignment due but not submitted, bringing down the grade that you see in Blackboard or Cengage.

Make sure that you keep up! *Failure to do so usually results in a failing grade.*

The following formula/criteria will be used to determine your Final Course Grade:

40% EXAMS

40% Textbooks and End of Module Projects

20% Quizzes

COURSE GRADE = (Average Exams * .40) + (Average Assignments * .40) + (Average Quizzes *.20)

GRADE SCALE is based on calculated Course average:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

0 – 59 = F

EXAMS (40%):

Exams demonstrate the student's acquired skill of a software application. There will be four Hands-On Application Exams scheduled at your Cengage course throughout the semester for Word, PowerPoint, Excel, and Access. The availability dates for these exams are listed in your course Calendar and at Cengage. Make a note of these dates and mark them on your personal calendar. You will have two attempts for each exam, with three attempts for each question. There will also be one comprehensive Final Exam.

ASSIGNMENTS (40%):

There will be a Textbook project and a SAM End of Module Project for each module.

Textbook Projects: There will be a folder on the Assignments link in Blackboard for each module that is assigned. Inside will be a link to the chapter in the book for the corresponding textbook project. The book will give step-by-step instructions for completing the project. You will be given a Start File and any resource files that you need. You must use the Start File. The start file will include a student's identifying code for project submission and grading. Once the assignment is submitted, it will be graded, and an in-depth explanation of errors will be provided. The student will have an opportunity to make corrections and resubmit the document twice before the respective project's availability period terminates totaling three attempts for each assignment. The students' highest grade of the three attempts will be recorded as the assignment grade.

SAM EOM Projects: SAM projects or labs will consist of an instructional document, a start file, and a resource file, if applicable. This lab will give students a chance to apply what they have learned from the textbook project. The start file will include a student's identifying code for project submission and grading. Once the assignment is submitted, it will be graded, and an in-depth explanation of errors will be provided. The student will have an opportunity to make corrections and resubmit the document twice before the respective project's availability period terminates totaling three attempts for each assignment. The students' highest grade of the three attempts will be recorded as the assignment grade. All attempts must be completed during the availability time of the project.

QUIZZES (20%):

Quizzes are scheduled after each chapter. It is recommended that you read the corresponding chapter before attempting a quiz. All quizzes are "open book" and administered under the Honesty Policy. Quizzes must be completed during the assigned availability period. You will have three attempts to complete each quiz. The highest grade will be recorded as the quiz grade.

Course Policies:

This course will meet via the Internet through the Blackboard [Bb] Learning Management System and Cengage Skills Assessment Manager.

REQUIREMENTS:

1. Students **MUST** understand that technical problems are not reasons for missing deadlines or due dates.
 - It is the student's responsibility to maintain reliable computer equipment and internet service.
 - It is the student's responsibility to attempt assignments in a timely manner, giving them enough time to complete the assignment.
2. Students **MUST** be **independent, self-motivated learners** to be successful in an internet or hybrid course.
3. Students **MUST** be excellent time managers, seldom miss deadlines, and schedule adequate time each week to complete the course requirements.
4. Students **MUST** have a reliable personal computer and internet service that meets the minimum requirement of the course software and course web sites. It is recommended that you use a PC to do your assignments. Some options are not available for a Mac including Microsoft Access, and the Office suite is not available for Chromebooks.
5. Students **MUST possess computer skills** necessary to:
 - Access internet sites, create accounts, locate and read "site user manuals."
 - Download and install software on their personal computers
 - Manage files on their storage devices,
 - Use computer applications, internet browsers, email, and system utilities
6. Students **MUST** have reliable access to Microsoft Office 365 that includes **Word, PowerPoint, Excel, and Access**. Instructions for downloading the software are on the Start Here page for this class.
7. Students **MUST** realize that family obligations, work schedules, number of courses enrolled, and other life events do **not** supersede this course's requirements, due dates, assignments, or deadlines. Neither do they justify a request for extended time.

EXPECTATIONS:

1. Students are expected to use the classroom LAB to complete quizzes, exams, and assignments when they are experiencing technical problems with their personal computer or internet provider. PJC provides computers with the necessary software and internet connections in labs on the Paris campus and the Greenville and Sulphur Springs centers.
2. Students are expected to schedule an appointment with the instructor when questions arise that cannot be adequately addressed via email or phone and require a demonstration or face to face help.
3. Students are expected to attempt, complete, and submit all assignments, quizzes, and exams within their respective scheduled time-period.
4. Students are expected to login, read and comply with all announcements, documents, instructions, etc.
5. Students are expected to have access to a personal computer with Microsoft Office 365. There are instructions on the Start Here page for this class for downloading the software if you do not already have access. **Many projects will not work on a Chromebook or Mac.**

Open labs are available at the library of the Paris campus. Rooms are also available at the Greenville Center and at the Sulphur Springs Center.

You must attend class and complete the First Assignment located in Blackboard before **Sept. 9, 2026** at midnight in order to remain in the class. Students who have not attended or who do not complete the assignment by the due date will be dropped from this class.

Students must obtain a Cengage Unlimited access code in order to complete the class. Your book, assignments, quizzes and exams will be available through the access code. The code can be purchased at the PJC bookstore or online. Instructions for purchasing online will be given in class.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 12, 2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog &

Student Handbook for the official complaint or grievance procedure.

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Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

For computer or log in issues please contact Tech Support at techsupport@parisjc.edu

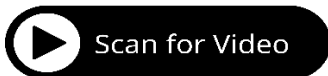
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



COSC 1436 20E0
Programming Fundamentals
Fall 2026

Instructor: Dr. Mark Kjellander
Office: GC 209
Phone: 903.782.8716
Email: mkjellander@parisjc.edu

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Office Hours: Tuesday and Thursday 1:00-4:00 or by appointment

Course Description:

Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, functions, arrays, and the mechanics of running, testing, and debugging. Students will develop a solid understanding of fundamental programming concepts such as variables, control structures, functions, arrays, and pointers. Emphasis will be placed on writing clear, efficient, and maintainable code. Students will also gain practical experience through hands-on programming assignments and projects. This course assumes computer literacy.

3 Credit Hours: 2 Lecture Hours and 4 Lab Hours per week. Prerequisite(s): Math 1314 or Instructor's permission.

This course introduces students to the principles of structured programming using the C++ programming language.

Required Textbook(s) and Materials:

An Introduction to Programming with C++, 8th Edition by Diane Zak. You will receive an email with ebook information. Microsoft Visual Studio is required and can be downloaded from <https://visualstudio.microsoft.com/vs/>

Course Goals and Objectives:

Course Level Outcomes

- Describe how data are represented, manipulated, and stored in a computer.
- Categorize different programming languages and their uses.
- Understand and use the fundamental concepts of data types, structured programming, algorithmic design and user interface design.
- Demonstrate a fundamental understanding of software development methodologies, including modular design, pseudocode, flowcharting, structure charts, data types, control structures, functions, and arrays.
- Develop projects that utilize logical algorithms from specifications and requirements statements.
- Demonstrate appropriate design, coding, testing, and documenting of computer programs that implement project specifications and requirements.
- Apply computer programming concepts to new problems or situations.

Program Level Student Learning Outcomes

- Declare valid identifiers with appropriate data types.

- Create input/output data using (cout/cin) objects and file objects.
- Construct control structures - if statements, flags, logical operators, switch statements with appropriate arithmetic/relational operators.
- Produce looping/repetition structures - while loops, do-while loops, for loops.
- Create and use functions - void, value-returning, pass-by-reference.
- Create and process one-dimensional arrays.
- Demonstrate flow-charting, structure charts, and/or pseudocode techniques in program design.
- Construct programs using appropriate programming style.
- Apply integrated software to create, debug, and compile programs.
- Format output data.
- Process character arrays (c-strings), vectors, and the C++ string class.

Course Requirements and Evaluation:

Each unit consists of reading, visualize (short videos), coding (programming assignments), study (PowerPoints and flashcards), and a multiple-choice test. Programming assignments make up 50% of the course grade, three exams make up 25%, and multiple-choice tests make up 25%.

COURSE GRADE = Total points earned / total points possible.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Due dates are outlined in MindTap. If a student misses a due date on a multiple-choice test or lab assignment, the work may be completed within two weeks with a 10% penalty. Exams are available in Blackboard for one week. Prior arrangements must be made if a student cannot take an exam during the scheduled week. Once the exam period has passed, a 20% penalty applies if prior arrangements were not made.

Class Attendance:

Class attendance is critical for the successful completion of this course. Students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. Class participation is measured by completion and submission of assignments. Students missing 10% of the course content (assignments, exams, and tests) will be reported to the appropriate office for excessive absence and at-risk academic progress.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be

referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Course-specific expectation: Students are responsible for understanding all work they submit, including AI-assisted programming work. Misuse of AI or other resources in a manner that violates the course AI Acceptable Use Policy may result in academic sanctions consistent with PJC policy.

AI acceptable use policy

1. Purpose of the Policy

The goal of this policy is to clarify how AI tools can be utilized in the context of the course while preserving the principles of academic honesty and maximizing student learning outcomes. It is designed to ensure that students understand their responsibilities when using AI-powered tools such as code generators, debuggers, and assistants like ChatGPT, GitHub Copilot, or similar technologies.

2. Acceptable Uses of AI Tools

AI tools can be used to support learning, creativity, and skill development in the following ways:

Code Suggestions: You may use AI tools like GitHub Copilot to suggest code snippets or structures.

However, you are responsible for fully understanding any code suggested by AI tools and ensuring that it meets the course's requirements.

Debugging Assistance: AI-powered debuggers may be used to identify and fix errors in your code. You must still submit a final explanation of the issue and describe how it was resolved.

Learning Enhancement: AI tools can help clarify programming concepts, offer examples, and explain complex algorithms. These tools should be used to supplement learning, not replace individual problem-solving efforts.

Documentation and Commenting: Using AI to help generate explanations for your code (e.g., writing comments) is allowed, provided that the comments reflect the true purpose and functionality of your code.

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Full Code Generation: Submitting code that is entirely or primarily generated by AI, without any modifications or understanding of its logic, is not permitted. Any AI-generated content must be thoroughly reviewed and adapted by the student.

Automated Assignment Completion: Using AI tools to generate answers or complete assignments without meaningful personal input is not allowed. This includes but is not limited to project work, problem sets, and coding challenges.

Plagiarism via AI: Copying AI-generated solutions or explanations and submitting them as your own without proper citation will be treated as plagiarism. Any AI assistance should be properly acknowledged (see Section 5 on Attribution).

Avoiding Learning: Using AI tools to bypass the learning objectives of the course, such as solving problems without putting in personal effort to understand the solution, is considered a violation.

4. Expectations for Student Code

Understanding Your Code: Whether AI-assisted or not, you are responsible for understanding every line of code you submit. You should be prepared to explain how your code works during discussions, in exams, or upon request.

Originality of Work: Your submissions must reflect your own work. While AI tools can assist in generating ideas or improving code, the bulk of the solution should represent your personal understanding and effort.

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Which AI tool was used.

How the AI assisted you (e.g., debugging, code suggestion, concept explanation).

What specific parts of the code were influenced by AI?

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Course failure.

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COSC 1436 20E0
Programming Fundamentals
Fall 2026

Instructor: Dr. Mark Kjellander
Office: GC 209
Phone: 903.782.8716
Email: mkjellander@parisjc.edu

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Office Hours: Tuesday and Thursday 1:00-4:00 or by appointment

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

COSC 1301 10J0
Introduction To Computing
Fall 2026

Instructor: Cedric Crawford

Office: AS 141

Phone: 903-782-0359

Email: ccrawford@parisjc.edu

Office Hours: Monday and Wednesday 12:30pm – 1pm & 4:30pm – 5:00pm

Tuesday and Thursday 12pm – 1pm & 4:00pm – 4:30pm

Meeting Location: AS/142

Meeting Days: Tuesday & Thursday

Meeting Times: 8am -10am

Course Description:

Overview of computer systems hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied.

3 Credit Hours 2 Lecture Hours 2 Lab Hours

Required Textbook(s) and Materials:

This class is a part of the Inclusive Access program. This means that unless you opt out, your book and materials are provided. You may also need a USB Flash drive to save your assignments if you are working on a public computer (including the computers in Paris, Greenville, and Sulphur Springs centers.)

Course Goals and Objectives:

Upon successful completion of this course, students will:

1. Describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communications systems.
2. Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.
3. Demonstrate the ability to create and use documents, spreadsheets, presentations and databases in order to communicate and store information as well as to support problem solving.
4. Describe the need and ways to maintain security in a computing environment.

Course Requirements and Evaluation:

All Projects and Final Exam have a due date that should be followed. Please see calendar above for further details.

Make sure that you keep up! *Failure to do so usually results in a failing grade.*

The following formula/criteria will be used to determine your Final Course Grade:

40% EXAM

60% Simbook Let Me Try, Guided and Independent Projects

COURSE GRADE = (Average Exam * .40) + (Average Assignments * .60)

GRADE SCALE is based on calculated Course average:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

0 – 59 = F

EXAM (40%):

Exams demonstrate the student's acquired skill of a software application. There will be one Final Exam.

ASSIGNMENTS (60%):

There will be Simbook Let Me Try, Guided and Independent Projects for each Chapter.

Required Activity:

All students must complete the **First Assignment** located in the "**Course Content**" section of Blackboard by **11:59 p.m. on the day prior to the Official Reporting Day (ORD) Oct. 26th 2026**. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

This course will meet via the Internet through the Blackboard [Bb] Learning Management System and SIMnet.

REQUIREMENTS:

1. Students **MUST** understand that technical problems are not reasons for missing deadlines or due dates.
 - It is the student's responsibility to maintain reliable computer equipment and internet service.
 - It is the student's responsibility to attempt assignments in a timely manner, giving them enough time to complete the assignment.

2. Students **MUST** be **independent, self-motivated learners** to be successful in an internet or hybrid course.
3. Students **MUST** be excellent time managers, seldom miss deadlines, and schedule adequate time each week to complete the course requirements.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 24th 2026**.

Class Conduct:

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Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

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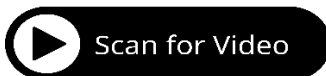
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 Oct. 20	First Assignment & Technology In Action	Complete First Assignment Quiz & Technology In Action
Week 1 Oct. 20	File Management/ Window/Outlook/Generative AI	File Management/ Window/Outlook
Week 1 Oct. 20	Word 1-Creating and Editing Documents	Word 1 Simbook Let Me Try, Guided and Independent Projects
Week 1 Oct 22	Word 2-Creating a Research Paper	Word 2 Simbook Try Me, Guided and Independent Projects
Week 2 Oct. 27	Word 3 – Collaborating and Editing Presentations	Word 3 Simbook Try Me, Guided and Independent Projects
Week 2 Oct. 29	PowerPoint 1- Creating and Editing Presentations	PowerPoint 1 Simbook Try Me, Guided and Independent Projects
Week 3 Nov. 3	PowerPoint 2 -Illustrating with Pictures and Information Graphics	PowerPoint 2 Simbook Try Me, Guided and Independent Projects
Week 3 Nov. 5	PowerPoint 3 - Preparing for Delivery and Using Slide Presentations	PowerPoint 3 Simbook Try Me, Guided and Independent Projects
Week 4 Nov. 10	Excel 1 Creating and Editing Workbooks	Excel 1 Simbook Try Me, Guided and Independent Projects
Week 4 Nov. 12	Excel 2-Working with Formulas and Functions	Excel 2 Simbook Try Me, Guided and Independent Projects
Week 5 Nov. 17	Excel 3 -Creating and Editing Charts	Excel 3 Simbook Try Me, Guided and Independent Projects
Week 5 Nov. 19	Access 1- Creating a Database and Tables	Access 1 Simbook Try Me, Guided and Independent Projects
Week 6 Nov. 24	Access 2- Using Design View, Data Validation and Relationships	Access 2 Simbook Try Me, Guided and Independent Projects
Week 7 Dec. 1	Access 3 - Creating and Using Queries	Access 3 Simbook Try Me, Guided and Independent Projects
Week 7 Dec. 3	Final Exam Review	Final Exam Review
Week 8 Dec.7 - Dec. 10	Final Exam	Comprehensive exam

COSC 1301 20E0
Introduction To Computing
Fall 2026

Instructor: Cedric Crawford

Office: AS 141

Phone: 903-782-0359

Email: ccrawford@parisjc.edu

Office Hours: Monday and Wednesday 12:30pm – 1pm & 4:30pm – 5:00pm

Tuesday and Thursday 12pm – 1pm & 4:00pm – 4:30pm

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

Overview of computer systems hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied.

3 Credit Hours 2 Lecture Hours 2 Lab Hours

Required Textbook(s) and Materials:

This class is a part of the Inclusive Access program. This means that unless you opt out, your book and materials are provided. You may also need a USB Flash drive to save your assignments if you are working on a public computer (including the computers in Paris, Greenville, and Sulphur Springs centers.)

Course Goals and Objectives:

Upon successful completion of this course, students will:

1. Describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communications systems.
2. Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.
3. Demonstrate the ability to create and use documents, spreadsheets, presentations and databases in order to communicate and store information as well as to support problem solving.
4. Describe the need and ways to maintain security in a computing environment.

Course Requirements and Evaluation:

All Projects and Final Exam have a due date that should be followed. Please see calendar above for further details.

Make sure that you keep up! *Failure to do so usually results in a failing grade.*

The following formula/criteria will be used to determine your Final Course Grade:

40% EXAM

60% Simbook Let Me Try, Guided and Independent Projects

COURSE GRADE = (Average Exam * .40) + (Average Assignments * .60)

GRADE SCALE is based on calculated Course average:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

0 – 59 = F

EXAM (40%):

Exams demonstrate the student's acquired skill of a software application. There will be one Final Exam.

ASSIGNMENTS (60%):

There will be Simbook Let Me Try, Guided and Independent Projects for each Chapter.

Required Activity:

All students must complete the **First Assignment** located in the "**Course Content**" section of Blackboard by **11:59 p.m. on the day prior to the Official Reporting Day (ORD) August 31st 2026**. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

This course will meet via the Internet through the Blackboard [Bb] Learning Management System and SIMnet.

REQUIREMENTS:

1. Students **MUST** understand that technical problems are not reasons for missing deadlines or due dates.
 - It is the student's responsibility to maintain reliable computer equipment and internet service.
 - It is the student's responsibility to attempt assignments in a timely manner, giving them enough time to complete the assignment.

2. Students **MUST** be **independent, self-motivated learners** to be successful in an internet or hybrid course.
3. Students **MUST** be excellent time managers, seldom miss deadlines, and schedule adequate time each week to complete the course requirements.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st 2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

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Complaint Procedures:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

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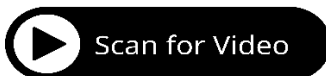
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



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Week 1 Aug. 27	Generative AI	Generative AI
Week 2 Aug. 31 – Sept. 1	Word 1-Creating and Editing Documents	Word 1 Simbook Let Me Try, Guided and Independent Projects
Week 2 Sept. 2 – Sept. 4	Word 2-Creating a Research Paper	Word 2 Simbook Try Me, Guided and Independent Projects
Week 3 Sept. 7 – Sept. 9	Word 3 – Collaborating and Editing Presentations	Word 3 Simbook Try Me, Guided and Independent Projects
Week 3 Sept. 10 – Sept. 11	PowerPoint 1- Creating and Editing Presentations	PowerPoint 1 Simbook Try Me, Guided and Independent Projects
Week 4 Sept. 14 – Sept. 15	PowerPoint 2 -Illustrating with Pictures and Information Graphics	PowerPoint 2 Simbook Try Me, Guided and Independent Projects
Week 4 Sept. 16 – Sept. 18	PowerPoint 3 - Preparing for Delivery and Using Slide Presentations	PowerPoint 3 Simbook Try Me, Guided and Independent Projects
Week 5 Sept. 21 – Sept. 22	Excel 1 Creating and Editing Workbooks	Excel 1 Simbook Try Me, Guided and Independent Projects
Week 5 Sept. 23 – Sept. 25	Excel 2-Working with Formulas and Functions	Excel 2 Simbook Try Me, Guided and Independent Projects
Week 6 Sept. 28 – Sept. 30	Excel 3 -Creating and Editing Charts	Excel 3 Simbook Try Me, Guided and Independent Projects
Week 6 Oct. 1 – Oct. 2	Access 1- Creating a Database and Tables	Access 1 Simbook Try Me, Guided and Independent Projects
Week 7 Oct. 5 – Oct. 6	Access 2- Using Design View, Data Validation and Relationships	Access 2 Simbook Try Me, Guided and Independent Projects
Week 7 Oct. 7 – Oct. 8	Access 3 - Creating and Using Queries	Access 3 Simbook Try Me, Guided and Independent Projects
Week 8 Oct. 12 – Oct.15	Final Exam	Comprehensive exam

COSC 1301 25D0
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Fall 2026

Instructor: Cedric Crawford

Office: AS 141

Phone: 903-782-0359

Email: ccrawford@parisjc.edu

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3 Credit Hours 2 Lecture Hours 2 Lab Hours

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This class is a part of the Inclusive Access program. This means that unless you opt out, your book and materials are provided. You may also need a USB Flash drive to save your assignments if you are working on a public computer (including the computers in Paris, Greenville, and Sulphur Springs centers.)

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2. Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.
3. Demonstrate the ability to create and use documents, spreadsheets, presentations and databases in order to communicate and store information as well as to support problem solving.
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EXAM (40%):

Exams demonstrate the student's acquired skill of a software application. There will be one Final Exam.

ASSIGNMENTS (60%):

There will be Simbook Let Me Try, Independent Projects, Challenge Projects for each Chapter.

Required Activity:

All students must complete the **First Assignment** located in the "**Course Content**" section of Blackboard by **11:59 p.m. on the day prior to the Official Reporting Day (ORD) Sept. 9th 2026**. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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REQUIREMENTS:

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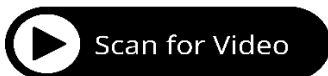
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 Aug. 24 – Aug. 28	First Assignment & Technology In Action	Complete First Assignment, Technology In Action Chapter 1- 4
Week 2 Aug. 31 – Sept. 4	Technology In Action & Generative AI	Technology In Action Chapter 5 – 6 & Generative AI
Week 3 Sept. 8 – Sept. 11	Word 1-Creating and Editing Documents	Word 1 Simbook Let Me Try, Independent Project and Challenge Yourself
Week 4 Sept. 14 – Sept. 18	Word 2-Formatting and Customizing Documents	Word 2 Simbook Try Me, Independent Project and Challenge Yourself
Week 5 Sept. 21 - Sept. 25	Word 3 – Collaborating and Editing Presentations	Word 3 Simbook Let Me Try, Independent Project & Capstone Project 1
Week 6 Sept. 28 – Oct. 2	PowerPoint 1- Creating and Editing Presentations	PowerPoint 1 Simbook Let Me Try, Independent Project and Challenge Yourself
Week 7 Oct. 5 – Oct 9	PowerPoint 2 -Illustrating with Pictures and Information Graphics	PowerPoint 2 Simbook Let Me Try, Independent Project and Challenge Yourself
Week 8 Oct. 12 – Oct. 16	PowerPoint 3 - Preparing for Delivery and Using Slide Presentations	PowerPoint 3 Simbook Let Me Try, Independent Projects & Capstone
Week 9 Oct. 19 – Oct. 23	Excel 1 Creating and Editing Workbooks	Excel 1 Simbook Let Me Try, Independent Project and Challenge Yourself
Week 10 Oct. 26 – Oct. 30	Excel 2-Working with Formulas and Functions	Excel 2 Simbook Let Me Try, Independent Project and Challenge Yourself
Week 11 Nov. 2 – Nov. 6	Excel 3 -Creating and Editing Charts	Excel 3 Simbook Let Me Try, Independent Project and Challenge Yourself Capstone
Week 12 Nov. 9 – Nov. 13	Access 1- Creating a Database and Tables	Access 1 Simbook Let Me Try
Week 13 Nov. 16 – Nov. 20	Access 2- Using Design View, Data Validation and Relationships	Access 2 Simbook Let Me Try
Week 14 Nov. 23 - 24	Thanksgiving break begins Nov. 25	Thanksgiving break begins Nov. 25
Week 15 Nov. 30 – Dec. 4	Access 3 - Creating and Using Queries	Access 3 Simbook Let Me Try
Week 16 Oct. 12 - 15	Final Exam	Comprehensive Exam

COSC 1301.40H0
Introduction to Computing
Fall A 2026

Instructor: Dr. Mark Kjellander
Office: GC 209
Phone: 903.782.8716
Email: mkjellander@parisjc.edu

Office Hours: Monday and Wednesday by appointment

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

3 Credit Hours: 2 Lecture Hours and 2 Lab Hours per week.

Required Textbook(s) and Materials:

*This class is part of the Inclusive Access program. Unless you opt out, your materials are provided. You will have access to a digital version of In Practice, Nordell – Office Intro, on the McGraw-Hill SIMnet® online platform. SIMnet teaches Microsoft Office skills and computing concepts. A USB flash drive may also be needed to save assignments when working on a public computer, including computers at the Paris, Greenville, and Sulphur Springs centers. Inclusive Access information:
<https://www.parisjc.edu/main/inclusive-access/>*

Course Goals and Objectives:

Upon successful completion of this course, students will:

- 1. Describe the fundamentals of information technology concepts - hardware, software, security, and privacy.*
- 2. Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.*
- 3. Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.*
- 4. Create business documents and analyze data with spreadsheet software using tables, sorting, filtering, charts and graphics, pivot tables, macros, statistical, financial, logical and look-up functions and formulas, and add-ins.*
- 5. Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.*
- 6. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.*
- 7. Integrate business software applications.*
- 8. Use web-based technologies to conduct ethical business research.*
- 9. Use goal seeking and what-if analysis to solve problems and make adjustments/recommendations in a business environment.*

Course Requirements and Evaluation:

All assignments have completion dates that should be followed. The grade shown in SIMnet and Blackboard reflects submitted work; before progress reports, midterm grades, or final grades are submitted, a zero may be entered for work that is due but not submitted. Students should keep up with completion dates because projects can be time consuming.

Final Course Grade:

35% Exams

45% Independent and Challenge Projects

20% Let Me Try

Grade Scale: 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 0-59 = F.

Exams: Three application exams and one comprehensive final exam are scheduled in SIMnet for Word, PowerPoint, Excel, and Access. Students have two attempts on application exams and one attempt on the final exam.

Assignments: An Independent and Challenge project is assigned for each Word, PowerPoint, and Excel chapter. Students may correct the original document and resubmit one time after receiving feedback.

Let Me Try: SIMbook/SIMnet activities are graded for completion. Show Me and Guide Me activities support learning but are not graded.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

This course meets via the Internet through Blackboard and SIMnet. Students are responsible for reliable computer equipment and internet service, attempting assignments early enough to address technical problems, managing their time effectively, and possessing the computer skills necessary to use internet sites, manage files, use applications, browsers, email, and system utilities. Technical problems do not excuse missed deadlines. Students experiencing personal computer or internet problems are expected to use available PJC computer labs. Students should read and comply with course announcements, documents, and instructions. For Blackboard login or computer issues, contact techsupport@parisjc.edu.

Class Attendance:

Class attendance is critical for successful completion of this course. For this online course, attendance is measured through timely participation and completion of course work. Attendance will be checked weekly, and students who complete no work during a week may be counted absent. Withdrawals must be initiated by the student. The official withdrawal deadline for Fall A 2026 should be verified through the PJC academic calendar/Blackboard.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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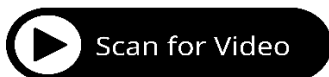
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8/30	Course Introduction; Windows, Office, File Management, Hardware, Software, and the Internet	Read syllabus; familiarize yourself with class; complete First Assignment; chapter readings and Let Me Try
9/6	Networking, Security, Change the World,	Chapter readings and Let Me Try

	Understanding AI & Copilot	
9/6	Creating and Editing Documents	Reading; Let Me Try; Independent Project 1-4; Challenge Yourself 1.3
9/6	Formatting and Customizing Documents	Reading; Let Me Try; Independent Project 2-6; Challenge Yourself 2.3
9/13	Collaborating with Others and Working with Reports; Word Exam	Reading; Let Me Try; Independent Project 3-6
9/13	Creating and Editing Presentations	Reading; Let Me Try; Independent Project 1-5; Challenge Yourself 1.4
9/20	Illustrating with Pictures and Information Graphics	Reading; Let Me Try; Independent Project 2-6; Challenge Yourself 2.4
9/20	Preparing for Delivery and Using a Slide Presentation; PowerPoint Exam	Reading; Let Me Try; Independent Project 3-7; Challenge Yourself 3.4
9/27	Creating and Editing Workbooks	Reading; Let Me Try; Independent Project 1-6; Challenge Yourself 1.3
9/27	Working with Formulas and Functions	Reading; Let Me Try; Independent Project 2-5; Challenge Yourself 2.4
9/27	Creating and Editing Charts	Reading; Let Me Try; Independent Project 3-4; Challenge Yourself 3.3
10/4	Getting and Managing Data; Excel Exam	Reading; Let Me Try; Independent Project 4-5; Challenge Yourself 4.3
10/4	Access - Creating a Database, Tables, Data Validation, Relationships, and Queries	Reading and Let Me Try
10/15	Comprehensive Final Exam	Final Exam

COSC 1301.40H0
Introduction to Computing
Fall A 2026

Instructor: Dr. Mark Kjellander
Office: GC 209
Phone: 903.782.8716
Email: mkjellander@parisjc.edu

Office Hours: Monday and Wednesday by appointment

Meeting Location: Online
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Meeting Times: Online

Course Description:

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

3 Credit Hours: 2 Lecture Hours and 2 Lab Hours per week.

Required Textbook(s) and Materials:

*This class is part of the Inclusive Access program. Unless you opt out, your materials are provided. You will have access to a digital version of In Practice, Nordell – Office Intro, on the McGraw-Hill SIMnet® online platform. SIMnet teaches Microsoft Office skills and computing concepts. A USB flash drive may also be needed to save assignments when working on a public computer, including computers at the Paris, Greenville, and Sulphur Springs centers. Inclusive Access information:
<https://www.parisjc.edu/main/inclusive-access/>*

Course Goals and Objectives:

Upon successful completion of this course, students will:

- 1. Describe the fundamentals of information technology concepts - hardware, software, security, and privacy.*
- 2. Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.*
- 3. Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.*
- 4. Create business documents and analyze data with spreadsheet software using tables, sorting, filtering, charts and graphics, pivot tables, macros, statistical, financial, logical and look-up functions and formulas, and add-ins.*
- 5. Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.*
- 6. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.*
- 7. Integrate business software applications.*
- 8. Use web-based technologies to conduct ethical business research.*
- 9. Use goal seeking and what-if analysis to solve problems and make adjustments/recommendations in a business environment.*

Course Requirements and Evaluation:

All assignments have completion dates that should be followed. The grade shown in SIMnet and Blackboard reflects submitted work; before progress reports, midterm grades, or final grades are submitted, a zero may be entered for work that is due but not submitted. Students should keep up with completion dates because projects can be time consuming.

Final Course Grade:

35% Exams

45% Independent and Challenge Projects

20% Let Me Try

Grade Scale: 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 0-59 = F.

Exams: Three application exams and one comprehensive final exam are scheduled in SIMnet for Word, PowerPoint, Excel, and Access. Students have two attempts on application exams and one attempt on the final exam.

Assignments: An Independent and Challenge project is assigned for each Word, PowerPoint, and Excel chapter. Students may correct the original document and resubmit one time after receiving feedback.

Let Me Try: SIMbook/SIMnet activities are graded for completion. Show Me and Guide Me activities support learning but are not graded.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

This course meets via the Internet through Blackboard and SIMnet. Students are responsible for reliable computer equipment and internet service, attempting assignments early enough to address technical problems, managing their time effectively, and possessing the computer skills necessary to use internet sites, manage files, use applications, browsers, email, and system utilities. Technical problems do not excuse missed deadlines. Students experiencing personal computer or internet problems are expected to use available PJC computer labs. Students should read and comply with course announcements, documents, and instructions. For Blackboard login or computer issues, contact techsupport@parisjc.edu.

Class Attendance:

Class attendance is critical for successful completion of this course. For this online course, attendance is measured through timely participation and completion of course work. Attendance will be checked weekly, and students who complete no work during a week may be counted absent. Withdrawals must be initiated by the student. The official withdrawal deadline for Fall A 2026 should be verified through the PJC academic calendar/Blackboard.

Class Conduct:

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Academic Honesty:

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Complaint Procedures:

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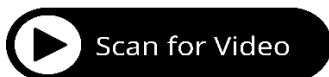
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8/30	Course Introduction; Windows, Office, File Management, Hardware, Software, and the Internet	Read syllabus; familiarize yourself with class; complete First Assignment; chapter readings and Let Me Try
9/6	Networking, Security, Change the World,	Chapter readings and Let Me Try

	Understanding AI & Copilot	
9/6	Creating and Editing Documents	Reading; Let Me Try; Independent Project 1-4; Challenge Yourself 1.3
9/6	Formatting and Customizing Documents	Reading; Let Me Try; Independent Project 2-6; Challenge Yourself 2.3
9/13	Collaborating with Others and Working with Reports; Word Exam	Reading; Let Me Try; Independent Project 3-6
9/13	Creating and Editing Presentations	Reading; Let Me Try; Independent Project 1-5; Challenge Yourself 1.4
9/20	Illustrating with Pictures and Information Graphics	Reading; Let Me Try; Independent Project 2-6; Challenge Yourself 2.4
9/20	Preparing for Delivery and Using a Slide Presentation; PowerPoint Exam	Reading; Let Me Try; Independent Project 3-7; Challenge Yourself 3.4
9/27	Creating and Editing Workbooks	Reading; Let Me Try; Independent Project 1-6; Challenge Yourself 1.3
9/27	Working with Formulas and Functions	Reading; Let Me Try; Independent Project 2-5; Challenge Yourself 2.4
9/27	Creating and Editing Charts	Reading; Let Me Try; Independent Project 3-4; Challenge Yourself 3.3
10/4	Getting and Managing Data; Excel Exam	Reading; Let Me Try; Independent Project 4-5; Challenge Yourself 4.3
10/4	Access - Creating a Database, Tables, Data Validation, Relationships, and Queries	Reading and Let Me Try
10/15	Comprehensive Final Exam	Final Exam

COSC 1336.765
Programming Fundamentals
Fall 2026

Instructor: Dr. Mark Kjellander
Office: GC 209
Phone: 903.782.8716
Email: mkjellander@parisjc.edu

Meeting Location: GVHS
Meeting Days: Tuesday/Thursday
Meeting Times: 8:00-9:20

Office Hours: Tuesday and Thursday 1:00-4:00 or by appointment

Course Description:

Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, functions, arrays, and the mechanics of running, testing, and debugging. Students will develop a solid understanding of fundamental programming concepts such as variables, control structures, functions, arrays, and pointers. Emphasis will be placed on writing clear, efficient, and maintainable code. Students will also gain practical experience through hands-on programming assignments and projects. This course assumes computer literacy.

3 Credit Hours: 2 Lecture Hours and 4 Lab Hours per week. Prerequisite(s): Math 1314 or Instructor's permission.

This course introduces students to the principles of structured programming using the C++ programming language.

Required Textbook(s) and Materials:

An Introduction to Programming with C++, 8th Edition by Diane Zak. You will receive an email with ebook information. Microsoft Visual Studio is required and can be downloaded from <https://visualstudio.microsoft.com/vs/>

Course Goals and Objectives:

Course Level Outcomes

- *Describe how data are represented, manipulated, and stored in a computer.*
- *Categorize different programming languages and their uses.*
- *Understand and use the fundamental concepts of data types, structured programming, algorithmic design and user interface design.*
- *Demonstrate a fundamental understanding of software development methodologies, including modular design, pseudocode, flowcharting, structure charts, data types, control structures, functions, and arrays.*
- *Develop projects that utilize logical algorithms from specifications and requirements statements.*
- *Demonstrate appropriate design, coding, testing, and documenting of computer programs that implement project specifications and requirements.*
- *Apply computer programming concepts to new problems or situations.*

Program Level Student Learning Outcomes

- *Declare valid identifiers with appropriate data types.*

- Create input/output data using (cout/cin) objects and file objects.
- Construct control structures - if statements, flags, logical operators, switch statements with appropriate arithmetic/relational operators.
- Produce looping/repetition structures - while loops, do-while loops, for loops.
- Create and use functions - void, value-returning, pass-by-reference.
- Create and process one-dimensional arrays.
- Demonstrate flow-charting, structure charts, and/or pseudocode techniques in program design.
- Construct programs using appropriate programming style.
- Apply integrated software to create, debug, and compile programs.
- Format output data.
- Process character arrays (c-strings), vectors, and the C++ string class.

Course Requirements and Evaluation:

Each unit consists of reading, visualize (short videos), coding (programming assignments), study (PowerPoints and flashcards), and a multiple-choice test. Programming assignments make up 50% of the course grade, three exams make up 25%, and multiple-choice tests make up 25%.

COURSE GRADE = Total points earned / total points possible.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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Class Attendance:

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Course-specific expectation: Students are responsible for understanding all work they submit, including AI-assisted programming work. Misuse of AI or other resources in a manner that violates the course AI Acceptable Use Policy may result in academic sanctions consistent with PJC policy.

AI acceptable use policy

1. Purpose of the Policy

The goal of this policy is to clarify how AI tools can be utilized in the context of the course while preserving the principles of academic honesty and maximizing student learning outcomes. It is designed to ensure that students understand their responsibilities when using AI-powered tools such as code generators, debuggers, and assistants like ChatGPT, GitHub Copilot, or similar technologies.

2. Acceptable Uses of AI Tools

AI tools can be used to support learning, creativity, and skill development in the following ways:

Code Suggestions: You may use AI tools like GitHub Copilot to suggest code snippets or structures.

However, you are responsible for fully understanding any code suggested by AI tools and ensuring that it meets the course's requirements.

Debugging Assistance: AI-powered debuggers may be used to identify and fix errors in your code. You must still submit a final explanation of the issue and describe how it was resolved.

Learning Enhancement: AI tools can help clarify programming concepts, offer examples, and explain complex algorithms. These tools should be used to supplement learning, not replace individual problem-solving efforts.

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Plagiarism via AI: Copying AI-generated solutions or explanations and submitting them as your own without proper citation will be treated as plagiarism. Any AI assistance should be properly acknowledged (see Section 5 on Attribution).

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Course Schedule/Weekly Lesson Plan:
See course shell.

COSC 1336.765
Programming Fundamentals
Fall 2026

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:
See course shell.

CRIJ 1301.91A0
Introduction to Criminal Justice
Fall 2026

Instructor: Lauren M. Mullens

Office: RCHS CCA Room 242

Phone: 972.636.9991

Email: lmullens@parisjc.edu

Office Hours: M-F 2:53 p.m. – 3:40 p.m.

Meeting Location: Royse City High School CCA 242

Meeting Days: M,Tu,W,Th,F

Meeting Times: 2:00 p.m. – 2:47 p.m.

Course Description:

This course is a study of the history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections.

Credits: 3 SCH (Semester Credit Hours)

Prerequisite(s): None

TSI Requirement: College Ready in Reading and Writing (or TSI Complete in ELAR)

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Criminal Justice: An Introduction, 14th Edition by Frank Schmallenger

ISBN: **99780138105358 (eText)**

Course Goals and Objectives:

Upon successful completion of this course, students should be able to:

- 1. Describe the history and philosophy of the American criminal justice system.*
- 2. Explain the nature and extent of crime in America.*
- 3. Analyze the impact and consequences of crime.*
- 4. Evaluate the development, concepts, and functions of law in the criminal justice system.*

Course Requirements and Evaluation:

Required Assignments

Each week there will be a reading assignment that will correspond with each week's lecture. Read the chapter of the text each week to prepare for lectures and assignments. See the Course Schedule for more details.

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, students must log onto their Blackboard accounts for directions on where or how to continue their coursework.

Methods of Evaluation

The student is required to read chapter assignments and read and participate in online discussions. In addition, exams will also be administered to ensure students are reading and reviewing the currently assigned chapters.

Failure to submit any Assignment, Discussion Board, Research Paper, or complete a Quiz or Exam will result in a ZERO “0” grade for that item. Students should understand that this will SIGNIFICANTLY affect their overall course grade.

Quizzes

*There are **14 Chapter Quizzes** during the semester (14x50pts). Each quiz will consist of multiple-choice or T/F questions and **will be administered on Blackboard**. Each of these questions will vary in points. Students will have 7 DAYS to complete the weekly exam. No late work will be accepted and it is up to the student to keep up with ALL deadlines. Makeup quizzes will NOT be given, unless a student contacted me before the exam.*

Exams

*There are **2 Exams** during the semester (2x100pts). Each exam will consist of multiple-choice or T/F questions and **will be administered on Blackboard**. Each of these questions will vary in points. Makeup exams will NOT be given, unless a student contacted me before the exam. Students will have 7 days to complete the mid-term examination and the final examination will be administered in class at the instructor’s discretion.*

Discussion Boards

*Students will complete **four (4)** asynchronous online discussion boards (4x25pts) throughout the semester to evaluate their critical thinking, textbook synthesis, and ability to construct evidence-based arguments. For each assignment, students must submit one initial response (250–300 words) addressing the prompt and one substantive peer reply to a classmate who took an opposing viewpoint. Posts must integrate formal in-text citations from the textbook, adhere to academic tone, and demonstrate clear grammar, spelling, and organization. No late work will be accepted and it is up to the student to keep up with ALL deadlines.*

Grading

Categories	Points Possible	Percentage
Chapter Quizzes (14x50 pts ea.)	700	70
Discussion Boards (4x25 pts ea.)	100	10
Mid-Term and Final Exams (2x100 pts.)	200	20
Total Possible	1000	100

Methods of Instruction:

Classroom and online lectures, reading assignments, and independent research

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic status, financial aid, billing, registration, and campus alerts, will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, November 12th, 2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division

Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. **Do not attend class if you have a fever (100.4°F or higher).**

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

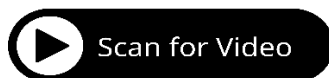
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Week	Dates	Topics, Readings, Assignments, Deadlines
1	08/24- 08/28	What is Criminal Justice - <i>Read Chapter 1</i> (Ch. 1 Quiz)
2	08/31- 09/04	The Crime Picture - <i>Read Chapter 2</i> (Ch. 2 Quiz; Discussion Board #1)
	09/07	Labor Day- NO SCHOOL
3	09/08- 09/11	Criminal Law - <i>Read Chapters 3</i> (Ch. 3 Quiz)
4	09/14- 09/18	Policing: Agencies and Structure- <i>Read Chapter 4</i> (Ch. 4 Quiz)
5	09/21- 09/25	Policing: Purpose and Organization - <i>Read Chapter 5</i> (Ch. 5 Quiz)
6	09/28- 10/02	Policing: Legal Aspects - <i>Read Chapter 6</i> (Ch. 6 Quiz)
7	10/05- 10/09	Policing: Issues and Challenges - <i>Read Chapter 7</i> (Ch. 7 Quiz; Discussion Board #2)
8	10/12- 10/16	The Courts: Structure and Participants - <i>Read Chapter 8</i> (Ch. 8 Quiz; *** Mid-Term EXAM ***)
9	10/19- 10/23	Pretrial Activities and the Criminal Trial- <i>Read Chapter 9</i> (Ch. 9 Quiz)
10	10/26- 10/30	Sentencing - <i>Read Chapter 10</i> (Ch. 10 Quiz; Discussion Board #3)
11	11/02- 11/06	Probation, Parole, and Community Corrections - <i>Read Chapters 11</i> (Ch. 11 Quiz)
12	11/09- 11/13	Prisons and Jails - <i>Read Chapter 12</i> (Ch. 12 Quiz)
13	11/16- 11/20	Prison Life - <i>Read Chapter 13</i> (Ch. 13 Quiz; Discussion Board #4)
14	11/25- 11/27	Thanksgiving Break- NO SCHOOL
15	11/30- 12/04	Justice-Involved Youth- <i>Read Chapter 14</i> (Ch. 14 Quiz)
16	12/07- 12/10	FINAL EXAMS

CRIJ 2313.91A0
Correctional Systems and Practices
Fall 2026

Instructor: Lauren M. Mullens

Office: RCHS CCA Room 242

Phone: 972.636.9991

Email: lmullens@parisjc.edu

Office Hours: M-F 2:53 p.m. – 3:40 p.m.

Meeting Location: Royse City High School CCA 242

Meeting Days: M,Tu,W,Th,F

Meeting Times: 10:34 a.m. – 11:21 a.m. and 1:07 p.m. – 1:54 p.m.

Course Description:

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

Credits: 3 SCH (Semester Credit Hours)

Prerequisite(s): None

TSI Requirement: College Ready in Reading and Writing (or TSI Complete in ELAR)

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Corrections- The Justice Series, 3rd Edition by Leanne Alarid and Philip Reichel

ISBN: **9780134548975 (eText)**

Course Goals and Objectives:

Upon successful completion of this course, students should be able to:

- 1. Describe the organization and operation of correctional systems and alternatives to institutionalization.*
- 2. Describe treatment and rehabilitative programs.*
- 3. Differentiate between short-term incarceration and long-term institutional environments.*
- 4. Evaluate current and future correctional issues.*
- 5. Identify the Constitutional rights applicable to the correctional setting.*

Course Requirements and Evaluation:

Required Assignments

Each week there will be a reading assignment that will correspond with each week's lecture. Read the chapter of the text each week to prepare for lectures and assignments. See the Course Schedule for more detail.

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, students must log onto their Blackboard accounts for directions on where or how to continue their coursework.

Methods of Evaluation

The student is required to read chapter assignments and read and participate in online discussions. In addition, exams will also be administered to ensure students are reading and reviewing the currently assigned chapters.

Failure to submit any Assignment, Discussion post, Research Paper, or complete a Quiz or Exam will result in a ZERO “0” grade for that item. Students should understand that this will SIGNIFICANTLY affect their overall course grade.

Quizzes

*There are **5 Chapter Quizzes** during the semester (5x50pts). Each quiz will consist of multiple-choice or T/F questions and **will be administered on Blackboard**. Each of these questions will vary in points. Students will have 7 DAYS to complete the weekly exam. **No late work will be accepted** and it is up to the student to keep up with ALL deadlines. **Makeup quizzes will NOT be given, unless a student contacted me before the exam.***

Exams

*There is **1 Exam** during the semester (1x100pts). Each exam will consist of multiple-choice or T/F questions and **will be administered on Blackboard**. Each of these questions will vary in points. **Makeup exams will NOT be given, unless a student contacted me before the exam.** The final examination will be administered in class at the instructor’s discretion.*

Discussion Boards

*Students will complete **(12) weekly** asynchronous online discussion boards (12x25pts) throughout the semester to evaluate their critical thinking, textbook synthesis, and ability to construct evidence-based arguments. For each assignment, students must submit one initial response (250–300 words) addressing the prompt and one substantive peer reply to a classmate who took an opposing viewpoint. Posts must integrate formal in-text citations from the textbook, adhere to academic tone, and demonstrate clear grammar, spelling, and organization. **No late work will be accepted** and it is up to the student to keep up with ALL deadlines.*

Research Paper

Students will complete a brief, formal research paper (3–5 pages) evaluating a contemporary correctional issue, policy, or landmark court decision within the criminal justice system. The

*paper must be grounded in academic scholarship, requiring a minimum of three (3) peer-reviewed journal articles or official legal sources beyond the course textbook. All submissions must adhere to standard APA format (7th edition), including a title page, running head, in-text citations, and a reference list. Papers will be evaluated on the clarity of the thesis, effective integration of scholarly research, critical analysis, and college-level writing mechanics (grammar, spelling, and organization). **No late work will be accepted** and it is up to the student to keep up with ALL deadlines.*

Grading

Categories	Points Possible	Percentage
<i>Chapter Quizzes (5x50 pts ea.)</i>	<i>250</i>	<i>25</i>
<i>Exams (1x100 pts ea.)</i>	<i>100</i>	<i>10</i>
<i>Discussion Boards (12x25 pts ea.)</i>	<i>300</i>	<i>30</i>
<i>Research Paper</i>	<i>350</i>	<i>35</i>
<i>Total Possible</i>	<i>1000</i>	<i>100</i>

Methods of Instruction:

Classroom and online lectures, reading assignments, and independent research

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Official Student Email Policy

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Class Attendance:

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Approval Process

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Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. **Do not attend class if you have a fever (100.4°F or higher).**

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

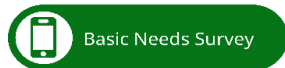
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and

ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Week	Dates	Topics, Readings, Assignments, Deadlines
1	08/24-08/28	An Evidence-Based Approach to Corrections – <i>Read Chapter 1</i> (Discussion Board #1)
2	08/31-09/04	Why Do We Punish? – <i>Read Chapter 2</i> (Discussion Board #2)
	09/07	Labor Day- NO SCHOOL
3	09/08-09/11	Correctional Practices – <i>Read Chapter 3</i> (Discussion Board #3)
4	09/14-09/18	Sentencing – <i>Read Chapter 4</i> (Discussion Board #4; Quiz: Chapters 1-3)
5	09/21-09/25	Probation and Community Supervision – <i>Read Chapter 5</i> (Discussion Board #5)
6	09/28-10/02	Jails and Pretrial Release – <i>Read Chapter 6</i> (Discussion Board #6)
7	10/05-10/09	Managing Prisons and Prisoners – <i>Read Chapter 7</i> (Discussion Board #7; Quiz: Chapters 4-6)
8	10/12-10/16	Prison Life – <i>Read Chapter 8</i> (Discussion Board #8)
9	10/19-10/23	Special Correctional Populations – <i>Read Chapter 9</i> (Discussion Board #9)
10	10/26-10/30	Reentry Programs and Parole – <i>Read Chapter 10</i> (Discussion Board #10; Quiz: Chapters 7-9)
11	11/02-11/06	Legal Issues in Corrections – <i>Read Chapter 11</i> (Discussion Board #11)

12	11/09-11/13	Capital Punishment – <i>Read Chapter 12</i> (Discussion Board #12)
13	11/16-11/20	Juvenile Corrections – <i>Chapter 13</i> (Discussion Board #13; Quiz: Chapters 10-13; Research Paper Topic Due)
14	11/25-11/27	Thanksgiving Break- NO SCHOOL (Research Paper)
15	11/30-12/04	Evidence-Based Practices and What Works- <i>Read Chapter 14</i> (Ch. 14 Quiz; Research Paper)
16	12/07-12/10	FINAL EXAMS (Research Paper Due)

CRIJ 2328.91A0
Police Systems and Practices
Fall 2026

Instructor: Lauren M. Mullens
Office: RCHS CCA Room 242
Phone: 972.636.9991
Email: lmullens@parisjc.edu
Office Hours: M-F 2:53 p.m. – 3:40 p.m.

Meeting Location: Royse City High School CCA 242
Meeting Days: M,Tu,W,Th,F
Meeting Times: 11:27 a.m. – 12:27 p.m.

Course Description:

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

Credits: 3 SCH (Semester Credit Hours)

Prerequisite(s): None

TSI Requirement: College Ready in Reading and Writing (or TSI Complete in ELAR)

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Policing, 4th Edition by John L. Worrall
ISBN: **9780134453514 (eText)**

Course Goals and Objectives:

Upon successful completion of this course, student should be able to:

- 1. Describe the types of police agencies and explain the role of police in America within the context of a democratic society.*
- 2. Describe means and methods utilized to ensure police accountability.*
- 3. Explain the historical development of policing.*
- 4. Describe the selection process for police officers.*
- 5. Compare and contrast organizational structures, policies, strategies and tactics employed to ensure police effectiveness, efficiency and equity.*

Course Requirements and Evaluation:

Required Assignments

Each week there will be a reading assignment that will correspond with each week's lecture. Read the chapter of the text each week to prepare for lectures and assignments. See the Course Schedule for more detail.

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, students must log onto their Blackboard accounts for directions on where or how to continue their coursework.

Methods of Evaluation

The student is required to read chapter assignments and read and participate in online discussions. In addition, exams will also be administered to ensure students are reading and reviewing the currently assigned chapters.

Failure to submit any Assignment, Discussion post, Research Paper, or complete a Quiz or Exam will result in a ZERO “0” grade for that item. Students should understand that this will SIGNIFICANTLY affect their overall course grade.

Quizzes

*There are **7 Chapter Quizzes** during the semester (7x50pts). Each quiz will consist of multiple-choice or T/F questions and **will be administered on Blackboard**. Each of these questions will vary in points. Students will have 7 DAYS to complete the weekly exam. **No late work will be accepted** and it is up to the student to keep up with ALL deadlines. **Makeup quizzes will NOT be given, unless a student contacted me before the exam.***

Exams

*There are **2 Exams** during the semester (2x100pts). Each exam will consist of multiple-choice or T/F questions and **will be administered on Blackboard**. Each of these questions will vary in points. **Makeup exams will NOT be given, unless a student contacted me before the exam.** Students will have 7 days to complete the mid-term examination and the final examination will be administered in class at the instructor’s discretion.*

Discussion Boards

*Students will complete **seven (7)** asynchronous online discussion boards (7x25pts) throughout the semester to evaluate their critical thinking, textbook synthesis, and ability to construct evidence-based arguments. For each assignment, students must submit one initial response (250–300 words) addressing the prompt and one substantive peer reply to a classmate who took an opposing viewpoint. Posts must integrate formal in-text citations from the textbook, adhere to academic tone, and demonstrate clear grammar, spelling, and organization. **No late work will be accepted** and it is up to the student to keep up with ALL deadlines.*

Research Paper

Students will complete a brief, formal research paper (5-7 pages) evaluating a contemporary policing issue, policy, or landmark court decision within the criminal justice system. The paper must be grounded in academic scholarship, requiring a minimum of three (5) peer-reviewed

journal articles or official legal sources beyond the course textbook. All submissions must adhere to standard APA format (7th edition), including a title page, running head, in-text citations, and a reference list. Papers will be evaluated on the clarity of the thesis, effective integration of scholarly research, critical analysis, and college-level writing mechanics (grammar, spelling, and organization). **No late work will be accepted** and it is up to the student to keep up with ALL deadlines.

Grading

Categories	Points Possible	Percentage
Chapter Quizzes (7x50 pts ea.)	350	35
Exams (2x100 pts ea.)	200	20
Discussion Boards (7x25 pts ea.)	175	18
Research Paper	275	27
Total Possible	1,000	100

Methods of Instruction:

Classroom and online lectures, reading assignments, and independent research.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic status, financial aid, billing, registration, and campus alerts, will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, November 12th, 2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be

confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal,

State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. **Do not attend class if you have a fever (100.4°F or higher).**

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

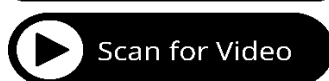
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Week	Dates	Topics, Readings, Assignments, Deadlines
1	08/24- 08/28	Origins and Evolution of American Policing – <i>Read Chapter 1</i> (Discussion Board #1)
2	08/31- 09/04	Policing in the American Context – <i>Read Chapter 2</i> (Quiz: Ch. 1&2)
	09/07	Labor Day- NO SCHOOL
3	09/08- 09/11	Law Enforcement Agencies and Their Organization – <i>Read Chapter 3</i> (Discussion Board #2)
4	09/14- 09/18	Becoming a Cop – <i>Read Chapter 4</i> (Quiz: Ch. 3&4)
5	09/21- 09/25	Police Subculture – <i>Read Chapter 5</i> (Discussion Board #3)
6	09/28- 10/02	Police Discretion and Behavior – <i>Read Chapter 6</i> (Quiz: Ch. 5&6)
7	10/05- 10/09	Core Police Functions – <i>Read Chapter 7</i> (Discussion Board #4)
8	10/12- 10/16	Community Policing and Community Involvement – <i>Read Chapter 8</i> (Quiz: Ch. 7&8; ***Mid-Term Exam***)
9	10/19- 10/23	Police in the Modern Era – <i>Read Chapter 9</i> (Discussion Board #5)
10	10/26- 10/30	Policing and the Law – <i>Read Chapter 10</i> (Quiz: Ch. 9&10)
11	11/02- 11/06	Civil Liability and Accountability – <i>Read Chapter 11</i> (Discussion Board #6)
12	11/09- 11/13	Deviance, Ethics, and Professionalism – <i>Read Chapter 12</i> (Quiz: Ch. 11&12)

13	11/16- 11/20	The Use of Force – <i>Read Chapter 13</i> (Discussion Board #7; Ch. 13 Quiz; Research Paper Topic Due)
14	11/25- 11/27	Thanksgiving Break- NO SCHOOL (Research Paper)
15	11/30- 12/04	Work on Research Paper
16	12/07- 12/10	FINAL EXAMS (Research Paper Due)

PARIS JUNIOR COLLEGE

Fall 2026 Course Syllabus

Course Information

CRIJ 1301 Introduction to Criminal Justice (10L0) – 8-weeks

Location: MS-212

Schedule: Hybrid

Statements for the Texas Success Initiative (TSI)

Students are responsible for meeting Texas Success Initiative (TSI) requirements as mandated by the State of Texas. Students who are not TSI complete may be required to enroll in developmental or co-requisite support courses. Contact the Advising or Testing Center for assistance with TSI status and requirements.

Our course involves a substantial amount of reading and may feel overwhelming for students who struggle with time management, particularly in the accelerated 8-week format. The material will be covered rapidly, with multiple chapters assigned each week. Without effective time management strategies, students risk falling behind in their studies.

Professor Contact Information

Paul Guidry, Ed.D.

Email: pguidry@parisjc.edu

Phone: 903.782.0318

Office location: Math and Science Bldg. (CJ) Office #111D

Available – Monday through Thursday, 1:30pm to 4:00pm

Illness Policy:

Per **CDC guidelines**, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and

2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

None

Course Description

This course is a study of the history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections.

Exploration Objectives

 Discover how the criminal justice system works and how law enforcement, courts, and corrections work together to maintain public safety and justice.

 Examine crime and its impact on society, including why crime occurs, who is affected, and how communities respond to criminal behavior.

 Learn about policing, criminal law, and the court process, from investigations and arrests to trials, sentencing, and appeals.

 Explore corrections and rehabilitation, including probation, parole, prisons, jails, and the challenges of juvenile justice in America.

Student Learning Outcomes

Upon successful completion of this course, students should be able to:

1. Describe the history and philosophy of the American criminal justice system.
2. Explain the nature and extent of crime in America.
3. Analyze the impact and consequences of crime.
4. Evaluate the development, concepts, and functions of law in the criminal justice system.

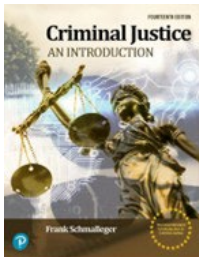
5. Describe the structure of contemporary federal, state, and local justice agencies and processes.

PJC Inclusive Access Dragon Now Program Textbook Information

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the **Dragon Now**, PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and Pearson via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will NOT need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office by scanning the QR code below if you have questions about charges to your student account.



Required Textbook – PURCHASE



Criminal Justice – A Brief Introduction

Author:	Schmalleger
Edition:	14th
ISBN:	99780138105358 eText



Required First Assignment and Attendance Verification

All students are required to complete the First Assignment located in the Course Content section of Blackboard no later than 11:59 p.m. on **August 30, 2026**, the Official Reporting Day (ORD). Completion of this assignment serves as verification of active participation in the course. Students who fail to complete the assignment by the stated deadline will be reported as non-attending and may be administratively dropped from the course in accordance with college procedures.

Required Weekly Assignments & Academic Calendar

Each week there will be a reading assignment that will correspond with each week's lecture. Read the chapter of the text each week to prepare for lectures and assignments. See the Course Schedule for more details.

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, students must log onto their Blackboard accounts for directions on where or how to continue their coursework.

Table 1 Course Schedule, with each week containing a weekly discussion board and quiz/quizzes.

Week	Topics, Readings, Assignments, Deadlines
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1	Introduction to Criminal Justice/Syllabus Quiz
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1	What is Criminal Justice - <i>Read Chapter 1</i>
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2	The Crime Picture - <i>Read Chapter 2</i>
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2	Criminal Law - <i>Read Chapters 3</i>
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3	Policing: Purpose and Organization - <i>Read Chapter 4</i>
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3	Policing: Legal Aspects - <i>Read Chapter 5</i>
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4	Policing: Issues and Challenges - <i>Read Chapter 6</i>
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4	The Courts - <i>Read Chapter 7</i>
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5	The Courtroom Work Group and the Criminal Trial - <i>Read Chapter 8</i>
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- 5 Sentencing - *Read Chapter 9*
- 6 Probation, Parole, and Community Corrections - *Read Chapters 10*
- 6 Prisons and Jails - *Read Chapter 11*
- 7 Prison Life - *Read Chapter 12*
- 7 Juvenile Justice - *Read chap 13*
- 8 **Final exams week: Oct 12th –Oct 15th**

Methods of Evaluation

The student is required to read chapter assignments and read and participate in online discussions. In addition, exams will also be administered to ensure students are reading and reviewing the currently assigned chapters.

Failure to submit any Assignment, Discussion post, Research Paper, or complete a Quiz or Exam will result in a ZERO “0” grade for that item. Students should understand that this will SIGNIFICANTLY affect their overall course grade.

Exams

There will be **EIGHT EXAMS** during the semester (8x75pts). In general, these exams will consist of various questions (multiple-choice, T/F, short answer essays). Each of these questions will vary in points. **All exams will be taken on Blackboard.** Students will have 7 DAYS to complete the weekly exam.

Learning Outcome Quizzes

To assess your understanding of course concepts and measure achievement of the course learning outcomes, students will complete **Four Learning Outcome Quizzes** throughout the semester. Each quiz is worth 25 points and is designed to evaluate your knowledge of key topics, critical thinking skills, and ability to apply course concepts. Quizzes may include multiple-choice, short-answer, or scenario-based questions. Students are expected to complete all quizzes by the assigned due dates. Successful performance on these assessments demonstrates progress toward meeting the course learning outcomes.

Writing Assignment

Short answer essays during chapter exams

Grading

Categories	Points	Percentage
Chapter Exams (8x75 pts ea.)	600	85
4 LO Quizzes	100	15
Total Possible	700	100

Methods of Instruction:

Classroom and online lectures, reading assignments, and independent research

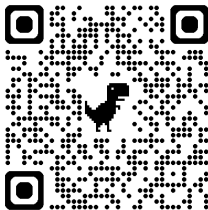
Attendance, IT Checklist, and Email Policies:

Class Attendance Policy

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner by adhering to the weekly due dates. **Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, October 1st, 2026.**

Paris Junior College IT Checklist:

Technology Requirements: Students are responsible for completing the PJC IT Checklist, including activation of their DragonMail account, Microsoft Authenticator, MyPJC Portal access, Blackboard access, Microsoft Office installation, and Respondus LockDown Browser setup. Students should check DragonMail regularly, as it is the College's official communication method. The IT Checklist can be found by scanning the QR Code below:



Official Student Email Policy

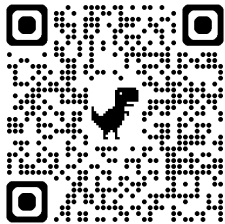
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Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account

Student Conduct & Discipline:

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook. Scan the QR Code for more information on the Student Code of Conduct.



Alternate Operations During Campus Closure

In the event of an emergency or announced campus closure because of a natural disaster or pandemic, it may be necessary for Paris Junior College (PJC) to move to altered operations. During this time, PJC may opt to continue delivery of instruction through methods that include, but are not limited to: an online learning management system (Blackboard), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor PJC's website (www.parisjc.edu) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and PJC email for important general information.

Artificial Intelligence Statement

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student based on sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the **highest degree of honor and integrity**. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable.

Student violations involving a question of academic honesty are handled by the faculty member(s) involved. Should the student object to the decision of the faculty member(s), the appeals procedures for instructional due process may be utilized. Students engaging in academic dishonesty will receive an F in the course.

Reference is made to all the contents of the Paris Junior College Catalog regarding campus policy and procedure.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Refer to the Paris Junior College Catalog for complete instructions.

Services for students with disabilities are coordinated by the Counseling/Advising Center. The institution is committed to assisting qualified students as completely as possible. Services include the arrangement for accommodations and services to allow equal access to education opportunities for students with disabilities.

Students with disabilities are encouraged to contact a counselor or advisor from the Counseling/Advising Center by calling 903.782.0426 (Paris campus), 903.454.9333 (Greenville Center), or 903.885.1232 (Sulphur Springs Center) to arrange an appointment to begin the process.

Paris Junior College is an affirmative action/equal employment opportunity educational institution. Its students and employees are selected and/or assigned without regard to their race, color, age, sex, handicap or national origin, consistent with Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Higher Education Acts as amended in 1972, and with Executive Order 11246 as amended by Executive Order 11375.

****Please refer to the Paris Junior College Catalog for College Policies regarding any and all other(s) policies NOT listed in this syllabus.**

TITLE IX

PJC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans' status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation. To learn more about TITLE IX, scan the QR Code below:



PJC Cares

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



MENTAL HEALTH CARE

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Paris Junior College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences. These descriptions and timelines are subject to change at the discretion of the Professor.

PARIS JUNIOR COLLEGE

Fall 2026 Course Syllabus

Course Information

CRIJ 1301 Introduction to Criminal Justice (20E0) – 8-weeks

Location: Online

Schedule: Online

Statements for the Texas Success Initiative (TSI)

Students are responsible for meeting Texas Success Initiative (TSI) requirements as mandated by the State of Texas. Students who are not TSI complete may be required to enroll in developmental or co-requisite support courses. Contact the Advising or Testing Center for assistance with TSI status and requirements.

Our course involves a substantial amount of reading and may feel overwhelming for students who struggle with time management, particularly in the accelerated 8-week format. The material will be covered rapidly, with multiple chapters assigned each week. Without effective time management strategies, students risk falling behind in their studies.

Professor Contact Information

Paul Guidry, Ed.D.

Email: pguidry@parisjc.edu

Phone: 903.782.0318

Office location: Math and Science Bldg. (CJ) Office #111D

Available – Monday through Thursday, 1:30pm to 4:00pm

Illness Policy:

Per **CDC guidelines**, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and

2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

None

Course Description

This course is a study of the history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections.

Exploration Objectives

 Discover how the criminal justice system works and how law enforcement, courts, and corrections work together to maintain public safety and justice.

 Examine crime and its impact on society, including why crime occurs, who is affected, and how communities respond to criminal behavior.

 Learn about policing, criminal law, and the court process, from investigations and arrests to trials, sentencing, and appeals.

 Explore corrections and rehabilitation, including probation, parole, prisons, jails, and the challenges of juvenile justice in America.

Student Learning Outcomes

Upon successful completion of this course, students should be able to:

1. Describe the history and philosophy of the American criminal justice system.
2. Explain the nature and extent of crime in America.
3. Analyze the impact and consequences of crime.
4. Evaluate the development, concepts, and functions of law in the criminal justice system.

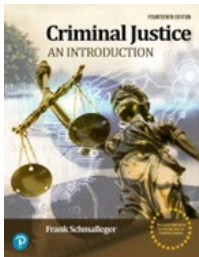
5. Describe the structure of contemporary federal, state, and local justice agencies and processes.

PJC Inclusive Access Dragon Now Program Textbook Information

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Required Textbook – PURCHASE



Criminal Justice – A Brief Introduction

Author:	Schmalleger
Edition:	14th
ISBN:	99780138105358 eText



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Short answer essays during chapter exams

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Chapter Exams (8x75 pts ea.)	600	85
4 LO Quizzes	100	15
Total Possible	700	100

Methods of Instruction:

Classroom and online lectures, reading assignments, and independent research

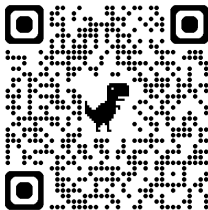
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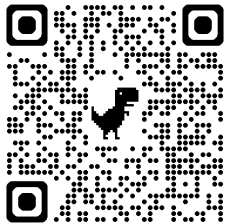
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PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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PARIS JUNIOR COLLEGE

Fall 2026 Course Syllabus

Course Information

CRIJ 1301 Introduction to Criminal Justice (40L0) – 8-weeks

Location: MS-212

Schedule: Hybrid

Statements for the Texas Success Initiative (TSI)

Students are responsible for meeting Texas Success Initiative (TSI) requirements as mandated by the State of Texas. Students who are not TSI complete may be required to enroll in developmental or co-requisite support courses. Contact the Advising or Testing Center for assistance with TSI status and requirements.

Our course involves a substantial amount of reading and may feel overwhelming for students who struggle with time management, particularly in the accelerated 8-week format. The material will be covered rapidly, with multiple chapters assigned each week. Without effective time management strategies, students risk falling behind in their studies.

Professor Contact Information

Paul Guidry, Ed.D.

Email: pguidry@parisjc.edu

Phone: 903.782.0318

Office location: Math and Science Bldg. (CJ) Office #111D

Available – Monday through Thursday, 1:30pm to 4:00pm

Illness Policy:

Per **CDC guidelines**, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and

2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

None

Course Description

This course is a study of the history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections.

Exploration Objectives

 Discover how the criminal justice system works and how law enforcement, courts, and corrections work together to maintain public safety and justice.

 Examine crime and its impact on society, including why crime occurs, who is affected, and how communities respond to criminal behavior.

 Learn about policing, criminal law, and the court process, from investigations and arrests to trials, sentencing, and appeals.

 Explore corrections and rehabilitation, including probation, parole, prisons, jails, and the challenges of juvenile justice in America.

Student Learning Outcomes

Upon successful completion of this course, students should be able to:

1. Describe the history and philosophy of the American criminal justice system.
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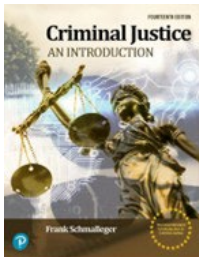
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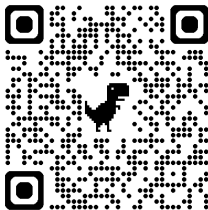
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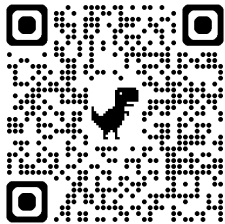
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PARIS JUNIOR COLLEGE

Fall 2026 Course Syllabus

Course Information

CRIJ 1301 Introduction to Criminal Justice (50L0) – 8-weeks

Location: MS-212

Schedule: Hybrid

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Phone: 903.782.0318

Office location: Math and Science Bldg. (CJ) Office #111D

Available – Monday through Thursday, 1:30pm to 4:00pm

Illness Policy:

Per **CDC guidelines**, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and

2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

None

Course Description

This course is a study of the history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections.

Exploration Objectives

 Discover how the criminal justice system works and how law enforcement, courts, and corrections work together to maintain public safety and justice.

 Examine crime and its impact on society, including why crime occurs, who is affected, and how communities respond to criminal behavior.

 Learn about policing, criminal law, and the court process, from investigations and arrests to trials, sentencing, and appeals.

 Explore corrections and rehabilitation, including probation, parole, prisons, jails, and the challenges of juvenile justice in America.

Student Learning Outcomes

Upon successful completion of this course, students should be able to:

1. Describe the history and philosophy of the American criminal justice system.
2. Explain the nature and extent of crime in America.
3. Analyze the impact and consequences of crime.
4. Evaluate the development, concepts, and functions of law in the criminal justice system.

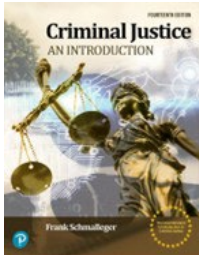
5. Describe the structure of contemporary federal, state, and local justice agencies and processes.

PJC Inclusive Access Dragon Now Program Textbook Information

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Required Textbook – PURCHASE



Criminal Justice – A Brief Introduction

Author:	Schmalleger
Edition:	14th
ISBN:	99780138105358 eText



Required First Assignment and Attendance Verification

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Required Weekly Assignments & Academic Calendar

Each week there will be a reading assignment that will correspond with each week's lecture. Read the chapter of the text each week to prepare for lectures and assignments. See the Course Schedule for more details.

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Table 1 Course Schedule, with each week containing a weekly discussion board and quiz/quizzes.

Week	Topics, Readings, Assignments, Deadlines
1	Introduction to Criminal Justice/Syllabus Quiz
1	What is Criminal Justice - <i>Read Chapter 1</i>
2	The Crime Picture - <i>Read Chapter 2</i>
2	Criminal Law - <i>Read Chapters 3</i>
3	Policing: Purpose and Organization - <i>Read Chapter 4</i>
3	Policing: Legal Aspects - <i>Read Chapter 5</i>
4	Policing: Issues and Challenges - <i>Read Chapter 6</i>
4	The Courts - <i>Read Chapter 7</i>
5	The Courtroom Work Group and the Criminal Trial - <i>Read Chapter 8</i>

- 5 Sentencing - *Read Chapter 9*
- 6 Probation, Parole, and Community Corrections - *Read Chapters 10*
- 6 Prisons and Jails - *Read Chapter 11*
- 7 Prison Life - *Read Chapter 12*
- 7 Juvenile Justice - *Read chap 13*
- 8 **Final exams week: Oct 12th –Oct 15th**

Methods of Evaluation

The student is required to read chapter assignments and read and participate in online discussions. In addition, exams will also be administered to ensure students are reading and reviewing the currently assigned chapters.

Failure to submit any Assignment, Discussion post, Research Paper, or complete a Quiz or Exam will result in a ZERO “0” grade for that item. Students should understand that this will SIGNIFICANTLY affect their overall course grade.

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There will be **EIGHT EXAMS** during the semester (8x75pts). In general, these exams will consist of various questions (multiple-choice, T/F, short answer essays). Each of these questions will vary in points. **All exams will be taken on Blackboard.** Students will have 7 DAYS to complete the weekly exam.

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Writing Assignment

Short answer essays during chapter exams

Grading

Categories	Points	Percentage
Chapter Exams (8x75 pts ea.)	600	85
4 LO Quizzes	100	15
Total Possible	700	100

Methods of Instruction:

Classroom and online lectures, reading assignments, and independent research

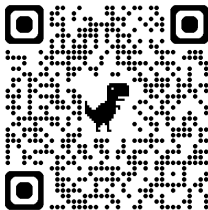
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Class Attendance Policy

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner by adhering to the weekly due dates. **Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, October 1st, 2026.**

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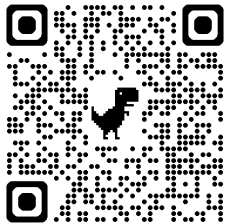
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Student Conduct & Discipline:

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Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

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When in Doubt

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Non-discrimination clause

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In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the **highest degree of honor and integrity**. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable.

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Refer to the Paris Junior College Catalog for complete instructions.

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Students with disabilities are encouraged to contact a counselor or advisor from the Counseling/Advising Center by calling 903.782.0426 (Paris campus), 903.454.9333 (Greenville Center), or 903.885.1232 (Sulphur Springs Center) to arrange an appointment to begin the process.

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****Please refer to the Paris Junior College Catalog for College Policies regarding any and all other(s) policies NOT listed in this syllabus.**

TITLE IX

PJC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans' status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation. To learn more about TITLE IX, scan the QR Code below:



PJC Cares

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



MENTAL HEALTH CARE

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Paris Junior College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences. These descriptions and timelines are subject to change at the discretion of the Professor.

PARIS JUNIOR COLLEGE

Fall 2026 Course Syllabus

Course Information

CRIJ 1306 Court Systems and Practices (20E0) – 8-weeks

Location: Online

Schedule: Online

Statements for the Texas Success Initiative (TSI)

Students are responsible for meeting Texas Success Initiative (TSI) requirements as mandated by the State of Texas. Students who are not TSI complete may be required to enroll in developmental or co-requisite support courses. Contact the Advising or Testing Center for assistance with TSI status and requirements.

Our course involves a substantial amount of reading and may feel overwhelming for students who struggle with time management, particularly in the accelerated 8-week format. The material will be covered rapidly, with multiple chapters assigned each week. Without effective time management strategies, students risk falling behind in their studies.

Professor Contact Information

Paul Guidry, Ed.D.

Email: pguidry@parisjc.edu

Phone: 903.782.0318

Office location: Math and Science Bldg. (CJ) Office #111D

Available – Monday through Thursday, 1:30pm to 4:00pm

Illness Policy:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and

2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

None

Course Description

The judiciary in the criminal justice system is explained. The structure of the American Court System is defined. Due process rights during criminal proceedings are explained. Other areas covered are pretrial release, grand juries, adjudication process, and types of rules of evidence and sentencing.

Exploration Objectives

-  Discover how America's courts work by exploring federal, state, juvenile, and specialty courts and the important role each plays in the justice system.
-  Step inside the courtroom and learn how judges, prosecutors, defense attorneys, jurors, defendants, and victims work together throughout a criminal case.
-  Follow a criminal case from start to finish, from pretrial procedures and plea bargains to trials, sentencing, and appeals.
-  Examine the constitutional rights that protect individuals in court, including due process, legal protections, and the rules that shape fair trials.

Student Learning Outcomes

Upon successful completion of this course, students should be able to:

1. Describe the American judicial systems (civil, criminal, and juvenile), their jurisdiction, development, and structure.
2. Analyze the function and dynamics of the courtroom work group.
3. Identify judicial processes from pretrial to appeal.

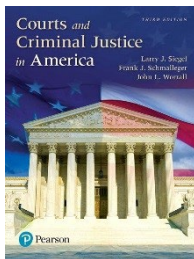
4. Describe the significant Constitutional Amendments, doctrines, and other sources of law in the American judicial system

PJC Inclusive Access Dragon Now Program Textbook Information

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Required Textbook



Courts and Criminal Justice in America

Author: **Siegel**

Edition: **3rd**

ISBN: **9780134526744 (eText Version)**

Required First Assignment and Attendance Verification

All students are required to complete the First Assignment located in the Course Content section of Blackboard no later than 11:59 p.m. on **August 30, 2026**, the **Official Reporting Day (ORD)**. Completion of this assignment serves as verification of active participation in the course. Students who fail to complete the assignment by the stated deadline will be reported as non-attending and may be administratively dropped from the course in accordance with college procedures.

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Each week there will be a reading assignment that will correspond with each week's lecture. Read the chapter of the text each week to prepare for lectures and assignments. See the Course Schedule for more detail.

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, students must log onto their Blackboard accounts for directions on where or how to continue their coursework.

Table 1 Course Schedule, with each week containing a weekly discussion board and quiz/quizzes.

Week	Topics, Readings, Assignments, Deadlines
1	Introduction to Courts/Syllabus Quiz
1	Legal Foundations – <i>Read Chapter 1</i>
2	Who Controls the Courts - <i>Read Chapter 2</i>
2	Federal Courts - <i>Read Chapter 3</i>
3	State Courts - <i>Read Chapter 4</i>
3	Juvenile Courts - <i>Read Chapter 5</i>
4	Specialized Courts - <i>Read Chapter 6</i>
4	Judges - <i>Read Chapter 7</i>
5	Prosecutors - <i>Read Chapter 8</i> & Defense Attorneys - <i>Read Chapter 9</i>
5	Defendants & Victims- <i>Read Chapter 10</i>

- 6 Pretrial Procedures - *Read Chapter 11*
 - 6 Plea Bargaining and Guilty Pleas - *Read Chapter 12*
 - 7 The Jury and the Trial - *Read Chapters 13*
 - 7 Sentencing, Appeals and Habeas Corpus - *Read Chapter 14*
 - 8 **Final exams week: Oct 12th –Oct 15th**
-

Methods of Evaluation

The student is required to read chapter assignments and read and participate in online discussions. In addition, exams will also be administered to ensure students are reading and reviewing the currently assigned chapters.

Failure to submit any Assignment, Discussion post, Research Paper, or complete a Quiz or Exam will result in a ZERO “0” grade for that item. Students should understand that this will SIGNIFICANTLY affect their overall course grade.

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Writing Assignment

Short answer essays during chapter exams and quizzes.

Grading

Categories	Points	Percentage
Chapter Exams (8x75 pts ea.)	600	85
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Total Possible	700	100

Methods of Instruction:

Classroom and online lectures, reading assignments, and independent research

Attendance, IT Checklist, and Email Policies:

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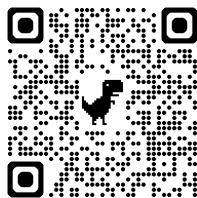
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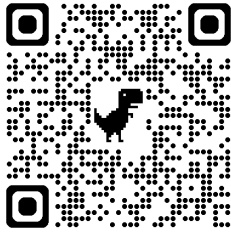
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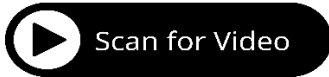


MENTAL HEALTH CARE

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



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PARIS JUNIOR COLLEGE

Fall 2026 Course Syllabus

Course Information

CRIJ 1310 Fundamentals of Criminal Law (20F0) – 8-weeks

*Location: **Online***

*Schedule: **Online***

Statements for the Texas Success Initiative (TSI)

Our course involves a substantial amount of reading and may feel overwhelming for students who struggle with time management, particularly in the accelerated 8-week format. The material will be covered rapidly, with multiple chapters assigned each week. Without effective time management strategies, students risk falling behind in their studies.

*A **hybrid class** combines traditional face-to-face learning in the classroom with online learning that students complete outside of the classroom. This course is not strictly lecture-based. A large majority of the content will be derived from our videos, PowerPoints, and your own self-exploration of the assigned material. Remember that what you get out of this course is based on what you put into this course.*

Professor Contact Information

Paul Guidry, Ed.D.

Email: pguidry@parisjc.edu

Phone: 903.782.0318

Office location: Math and Science Bldg. (CJ) Office #111D

Available – Monday through Thursday, 1:30pm to 4:00pm

Illness Policy:

Per **CDC guidelines**, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

None

Course Description

A study of the nature of criminal law is presented. The philosophical and historical development of criminal law is covered. Major definitions and concepts are given. The classification of crime is covered. The elements of crimes and penalties are discussed using Texas statutes as illustrations. Criminal responsibility is defined.

Exploration Objectives

- Discover how criminal laws are created and why they are important to society.
- Learn the elements that must be present for a crime to occur.
- Explore Texas criminal laws to determine possible criminal charges in real-world situations.
- Examine criminal defenses, levels of responsibility, and the possible penalties for criminal offenses.

Student Learning Outcomes

Upon successful completion of this course, the student should be able to:

1. Identify the elements of crimes and defenses under Texas statutes, Model Penal Code, and case law.
2. Classify offenses and articulate penalties for various crimes.
3. Compare culpable mental states when assigning criminal responsibility.
4. Assess the impact of history and philosophy on current criminal laws.

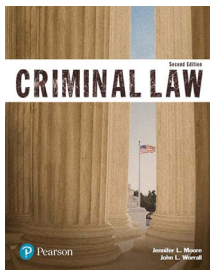
5. Evaluate the application of criminal law to other areas of criminal justice such as law enforcement and corrections.

PJC Inclusive Access Program Textbook Information

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Required Textbook



Criminal Law
Author: Moore
Edition: 2nd
ISBN: 9780134557205
(eText Version)

Suggested Course Materials

None

Required First Assignment and Attendance Verification

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Required Assignments & Academic Calendar

Each week there will be a reading assignment that will correspond with each week's lecture. Read the chapter of the text each week to prepare for lectures and assignments. See the Course Schedule for more details.

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Table 1 Course Schedule, with each week containing a weekly discussion board and quiz/quizzes.

Week	Topics, Readings, Assignments, Deadlines
1	Introduction to Fundamentals of Criminal Law/Syllabus Quiz
1	The Foundations of Criminal Law – <i>Read Chapter 1</i>
2	Limitations on the Criminal Law – <i>Read Chapter 2</i>
2	The Elements of Criminal Liability – <i>Read Chapter 3</i>
3	Justifications Defenses – <i>Read Chapter 4</i>
3	Excuse Defenses – <i>Read Chapter 5</i>
4	Complicity and Vicarious Liability – <i>Read Chapter 6</i>
4	Inchoate Crimes – <i>Read Chapter 7</i>
5	Homicide – <i>Read Chapter 8</i>

- 5 Texas Homicide Classification
- 6 Assaultive Offenses – *Read Chapter 9*
- 6 Property Damage and Invasion – *Read Chapter 10*
- 7 Theft and Analogous Offenses – *Read Chapter 11*
- 7 Public Order, Morality, and Vice Crimes – *Read Chapter 12*
- 8 **Final exams week: Dec 7th – Dec 10th**

Methods of Evaluation

The student is required to read chapter assignments and read and participate in online discussions. In addition, exams will also be administered to ensure students are reading and reviewing the currently assigned chapters.

Failure to submit any Assignment, Discussion post, Research Paper, or complete a Quiz or Exam will result in a ZERO “0” grade for that item. Students should understand that this will SIGNIFICANTLY affect their overall course grade.

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There will be **EIGHT EXAMS** during the semester (8x75pts). In general, these exams will consist of various questions (multiple-choice, T/F, short answer essays). Each of these questions will vary in points. **All exams will be taken on Blackboard.** Students will have 7 DAYS to complete the weekly exam.

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Writing Assignment

Short answer essays during chapter exams

Grading

Categories	Points	Percentage
Chapter Exams (8x75 pts ea.)	600	85
4 LO Quizzes	100	15
Total Possible	700	100

Methods of Instruction:

Classroom and online lectures, reading assignments and independent research

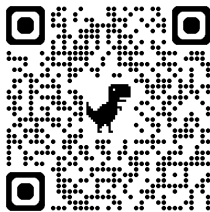
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Official Student Email Policy

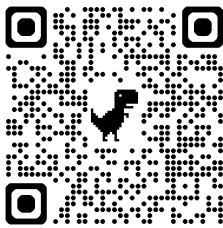
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Artificial Intelligence Statement

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

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Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student based on sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

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Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the **highest degree of honor and integrity**. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable.

Student violations involving a question of academic honesty are handled by the faculty member(s) involved. Should the student object to the decision of the faculty member(s), the appeals procedures for instructional due process may be utilized. Students engaging in academic dishonesty will receive an F in the course.

Paris Junior College Policies:

Reference is made to all the contents of the Paris Junior College Catalog regarding campus policy and procedure.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Refer to the Paris Junior College Catalog for complete instructions.

Services for students with disabilities are coordinated by the Counseling/Advising Center. The institution is committed to assisting qualified students as completely as possible. Services include the arrangement for accommodations and services to allow equal access to education opportunities for students with disabilities.

Students with disabilities are encouraged to contact a counselor or advisor from the Counseling/Advising Center by calling 903.782.0426 (Paris campus), 903.454.9333 (Greenville Center), or 903.885.1232 (Sulphur Springs Center) to arrange an appointment to begin the process.

Paris Junior College is an affirmative action/equal employment opportunity educational institution. Its students and employees are selected and/or assigned without regard to their race, color, age, sex, handicap or national origin, consistent with Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Higher Education Acts as amended in 1972, and with Executive Order 11246 as amended by Executive Order 11375.

****Please refer to the Paris Junior College Catalog for College Policies regarding any and all other(s) policies NOT listed in this syllabus.**

TITLE IX

PJC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans' status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

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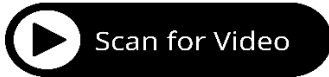


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PARIS JUNIOR COLLEGE

Fall 2026 Course Syllabus

Course Information

CRIJ 2313 Correctional Systems and Practices (20F0) – 8-weeks

*Location: **Online***

*Schedule: **Online***

Statements for the Texas Success Initiative (TSI)

Our course involves a substantial amount of reading and may feel overwhelming for students who struggle with time management, particularly in the accelerated 8-week format. The material will be covered rapidly, with multiple chapters assigned each week. Without effective time management strategies, students risk falling behind in their studies.

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Professor Contact Information

Paul Guidry, Ed.D.

Email: pguidry@parisjc.edu

Phone: 903.782.0318

Office location: Math and Science Bldg. (CJ) Office #111D

Available – Monday through Thursday, 1:30pm to 4:00pm

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

None

Course Description

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

Exploration Objectives

- Discover the history, purpose, and components of the American correctional system.
- Explore the roles and responsibilities of correctional professionals in prisons, jails, probation, and parole agencies.
- Learn about the various correctional programs, offender treatment strategies, and rehabilitation approaches used within the justice system.
- Examine contemporary issues and challenges in corrections, including inmate rights, institutional safety, and offender reentry into society.

Student Learning Outcomes

Upon successful completion of this course, students should be able to:

1. Describe the organization and operation of correctional systems and alternatives to institutionalization.
2. Describe treatment and rehabilitative programs.

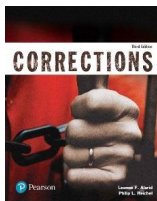
3. Differentiate between short-term incarceration and long-term institutional environments.
4. Evaluate current and future correctional issues.
5. Identify the Constitutional rights applicable to the correctional setting.

PJC Inclusive Access Program Textbook Information

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the **Dragon Now**, PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and Pearson via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will NOT need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office by scanning the QR code below if you have questions about charges to your student account.



Required Textbook



Title: Corrections

Author: Alarid

Edition: 3rd

**ISBN: 9780134548975
(eText Version)**

Suggested Course Materials

None

Required First Assignment and Attendance Verification

All students are required to complete the First Assignment located in the Course Content section of Blackboard no later than 11:59 p.m. on **October 25th, 2026**, the **Official Reporting Day (ORD)**. Completion of this assignment serves as verification of active participation in the course. Students who fail to complete the assignment by the stated deadline will be reported as non-attending and may be administratively dropped from the course in accordance with college procedures.

Required Assignments & Academic Calendar

Each week there will be a reading assignment that will correspond with each week's lecture. Read the chapter of the text each week to prepare for lectures and assignments. See the Course Schedule for more detail.

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, students must log onto their Blackboard accounts for directions on where or how to continue their coursework.

Table 1 Course Schedule, with each week containing a weekly discussion board and quiz/quizzes.

Week	Topics, Readings, Assignments, Deadlines
1	Introduction to Corrections/Syllabus Quiz
1	An Evidence-Based Approach – <i>Read Chapter 1</i>
2	Why Do We Punish? – <i>Read Chapter 2</i>
2	Correction Practices – <i>Read Chapter 3</i>
3	Sentencing – <i>Read Chapter 4</i>
3	Probation and Community Supervision – <i>Read Chapter 5</i>
4	Jails and Pretrial Release – <i>Read Chapter 6</i>
4	Managing Prisons and Prisoners – <i>Read Chapter 7</i>

- 5 Prison Life – *Read Chapter 8*
- 5 Special Correctional Populations – *Read Chapter 9*
- 6 Reentry and Parole – *Read Chapter 10*
- 6 Legal Issues in Corrections – *Read Chapter 11*
- 7 Capital Punishment – *Read Chapter 12*
- 7 Juvenile Corrections – *Chapter 13*
- 8 Final exams week: Dec 7th – Dec 10th

Methods of Evaluation

The student is required to read chapter assignments and read and participate in online discussions. In addition, exams will also be administered to ensure students are reading and reviewing the currently assigned chapters.

Failure to submit any Assignment, Discussion post, Research Paper, or complete a Quiz or Exam will result in a ZERO “0” grade for that item. Students should understand that this will SIGNIFICANTLY affect their overall course grade.

Exams

There will be **EIGHT EXAMS** during the semester (8x75pts). In general, these exams will consist of various questions (multiple-choice, T/F, short answer essays). Each of these questions will vary in points. **All exams will be taken on Blackboard.** Students will have 7 DAYS to complete the weekly exam.

Learning Outcome Quizzes

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Writing Assignment

Short answer essays during chapter exams

Grading

Categories	Points	Percentage
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Methods of Instruction:

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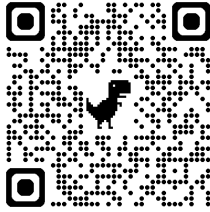
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Paris Junior College is an affirmative action/equal employment opportunity educational institution. Its students and employees are selected and/or assigned without regard to their race, color, age, sex, handicap or national origin, consistent with Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Higher Education Acts as amended in 1972, and with Executive Order 11246 as amended by Executive Order 11375.

****Please refer to the Paris Junior College Catalog for College Policies regarding any and all other(s) policies NOT listed in this syllabus.**

TITLE IX

PJC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans' status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

PJC Cares

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

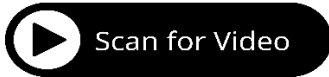


MENTAL HEALTH CARE

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

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PARIS JUNIOR COLLEGE

Fall 2026 Course Syllabus

Course Information

CRIJ 2328 Police Systems & Practices (20F0) – 8-weeks

*Location: **Online***

*Schedule: **Online***

Statements for the Texas Success Initiative

Our course involves a substantial amount of reading and may feel overwhelming for students who struggle with time management, particularly in the accelerated 8-week format. The material will be covered rapidly, with multiple chapters assigned each week. Without effective time management strategies, students risk falling behind in their studies.

*A **hybrid class** combines traditional face-to-face learning in the classroom with online learning that students complete outside of the classroom. This course is not strictly lecture-based. A large majority of the content will be derived from our videos, PowerPoints, and your own self-exploration of the assigned material. Remember that what you get out of this course is based on what you put into this course.*

Professor Contact Information

Paul Guidry, Ed.D.

Email: pguidry@parisjc.edu

Phone: 903.782.0318

Office location: Math and Science Bldg. (CJ) Office #111D

Available – Monday through Thursday, 1:30pm to 4:00pm

Illness Policy:

Per **CDC guidelines**, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

None

Course Description

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

Exploration Objectives

- Explore the history, structure, and functions of policing in the United States.
- Examine the roles and responsibilities of law enforcement officers in serving and protecting their communities.
- Discover legal, ethical, and professional standards that guide police decision-making and conduct.
- Examine contemporary issues in policing, including community relations, accountability, and emerging challenges facing law enforcement agencies.

Student Learning Outcomes

Upon successful completion of this course, student should be able to:

1. Describe the types of police agencies and explain the role of police in America within the context of a democratic society.
2. Describe means and methods utilized to ensure police accountability.
3. Explain the historical development of policing.

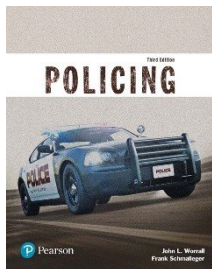
4. Describe the selection process for police officers.
5. Compare and contrast organizational structures, policies, strategies and tactics employed to ensure police effectiveness, efficiency and equity.

PJC Inclusive Access Program Textbook Information

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the **Dragon Now**, PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and Pearson via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will NOT need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office by scanning the QR code below if you have questions about charges to your student account.



Required Textbook



Policing

Author: **Worrall**

Edition: **3rd**

ISBN: **9780134453514**

(eText Version)

Suggested Course Materials

None

Required First Assignment and Attendance Verification

All students are required to complete the First Assignment located in the Course Content section of Blackboard no later than 11:59 p.m. on **October 25th, 2026**, the **Official Reporting Day (ORD)**. Completion of this assignment serves as verification of active participation in the course. Students who fail to complete the assignment by the stated deadline will be reported as non-attending and may be administratively dropped from the course in accordance with college procedures.

Required Assignments & Academic Calendar

Each week there will be a reading assignment that will correspond with each week's lecture. Read the chapter of the text each week to prepare for lectures and assignments. See the Course Schedule for more detail.

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, students must log onto their Blackboard accounts for directions on where or how to continue their coursework.

Table 1 Course Schedule, with each week containing a weekly discussion board and quiz/quizzes.

Week	Topics, Readings, Assignments, Deadlines
1	Introduction to Policing/Syllabus Quiz
1	Origins and Evolution of American Policing – <i>Read Chapter 1</i>
2	Policing in the American Context – <i>Read Chapter 2</i>
2	Law Enforcement Agencies – <i>Read Chapter 3</i>
3	Becoming a Cop – <i>Read Chapter 4</i>
3	Police Subculture – <i>Read Chapter 5</i>
4	Police Discretion and Behavior – <i>Read Chapter 6</i>
4	Core Police Functions – <i>Read Chapter 7</i>
5	Community Policing and Community Involvement – <i>Read Chapter 8</i>

- 5 Police in the Modern Era – *Read Chapter 9*
 - 6 Policing and the Law – *Read Chapter 10*
 - 6 Civil Liability and Accountability – *Read Chapter 11*
 - 7 Deviance and Ethics – *Read Chapter 12*
 - 7 The Use of Force – *Read Chapter 13*
 - 8 Final exams week: Dec 7th – Dec 10th
-

Methods of Evaluation

The student is required to read chapter assignments and read and participate in online discussions. In addition, exams will also be administered to ensure students are reading and reviewing the currently assigned chapters.

Failure to submit any Assignment, Discussion post, Research Paper, or complete a Quiz or Exam will result in a ZERO “0” grade for that item. Students should understand that this will SIGNIFICANTLY affect their overall course grade.

Exams

There will be **EIGHT EXAMS** during the semester (8x75pts). In general, these exams will consist of various questions (multiple-choice, T/F, short answer essays). Each of these questions will vary in points. **All exams will be taken on Blackboard.** Students will have 7 DAYS to complete the weekly exam.

Learning Outcome Quizzes

To assess your understanding of course concepts and measure achievement of the course learning outcomes, students will complete **Four Learning Outcome Quizzes** throughout the semester. Each quiz is worth 25 points and is designed to evaluate your knowledge of key topics, critical thinking skills, and ability to apply course concepts. Quizzes may include multiple-choice, short-answer, or scenario-based questions. Students are expected to complete all quizzes by the assigned due dates. Successful performance on these assessments demonstrates progress toward meeting the course learning outcomes.

Writing Assignment

Short answer essays during chapter exams

Grading

Categories	Points	Percentage
Chapter Exams (8x75 pts ea.)	600	85
4 LO Quizzes	100	15
Total Possible	700	100

Methods of Instruction:

Classroom and online lectures, reading assignments, and independent research.

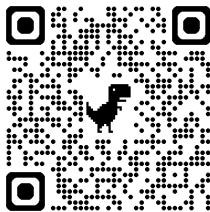
Attendance, IT Checklist, and Email Policies:

Class Attendance Policy

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner by adhering to the weekly due dates. **Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Wednesday, November 24th, 2026.**

Paris Junior College IT Checklist:

Technology Requirements: Students are responsible for completing the PJC IT Checklist, including activation of their DragonMail account, Microsoft Authenticator, MyPJC Portal access, Blackboard access, Microsoft Office installation, and Respondus LockDown Browser setup. Students should check DragonMail regularly, as it is the College's official communication method. The IT Checklist can be found by scanning the QR Code below:



Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic

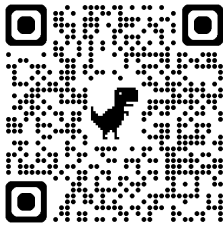
status, financial aid, billing, registration, and campus alerts, will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account

Student Conduct & Discipline:

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook. Scan the QR Code for more information on the Student Code of Conduct.



Alternate Operations During Campus Closure

In the event of an emergency or announced campus closure because of a natural disaster or pandemic, it may be necessary for Paris Junior College (PJC) to move to altered operations. During this time, PJC may opt to continue delivery of instruction through methods that include, but are not limited to: an online learning management system (Blackboard), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor PJC's website (www.parisjc.edu) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and PJC email for important general information

Artificial Intelligence Statement

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student based on sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the **highest degree of honor and integrity**. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable.

Student violations involving a question of academic honesty are handled by the faculty member(s) involved. Should the student object to the decision of the faculty member(s), the appeals procedures for instructional due process may be utilized. Students engaging in academic dishonesty will receive an F in the course.

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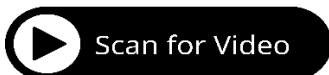


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EDUC 1300.81A0

Learning Frameworks
Fall 2026

Instructor: Dawn Fouse - Guzman
Office: 207
Phone: 903-257-3920
Email: dguzman@parisjc.edu
Office Hours: Online & M/W 4pm – 5pm

Meeting Location: Online & In-Person
Meeting Days: A-Days on Campus
Meeting Times: By Appt.

Course Description:

A study of research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

Credits:

Student Success Course 3.00 or 1.00 or 2.00

This course progresses quickly, and the content demands consistent focus. With only 16 weeks to complete it, staying engaged and on schedule is crucial to your success.

Prerequisite(s): N/A

Required Textbook(s) and Materials:

Our textbook for this class is ***College Success* by OpenStax (2020).**

A copy of this book can be found under the Start Here tab in your Black Board system.

Course Goals and Objectives:

1. Understand the importance of goal setting and build decision-making and goal setting skills.
2. Complete an inventory to determine personality type.
3. Develop critical thinking skills.
4. Complete a learning inventory and identify your personal learning style.

5. Understand the educational degree requirements for different types of careers and occupations.
6. Complete an interest inventory to determine matches between your interests and skills and occupations and degrees.
7. Complete a degree plan in the certificate or degree area you plan to pursue.
8. Understand the causes of stress and ways to manage stress.
9. Understand how diet, nutrition, exercise and physical fitness affect your life.
10. Develop note taking skills.
11. Develop study skills.
12. Understand test taking strategies.
13. Develop time management skills.
14. Understand money, banking, and credit.
15. Understand basic saving and investing principles.
16. Understand a resume.
17. Understand basic job interview skills.
18. Understand the benefits of service learning and citizenship responsibilities.
19. Develop team building skills.
20. Develop problem solving skills.

Course Schedule:

*Course Schedule Subject & Assignments Change

Module	Learning Outcome	Activity	Due Date
9/4	First Assignment Course Syllabus Quiz	Complete quiz for ORD recognition and daily grade	ORD IS SEPTEMBER 9TH
8/24 - 9/18	Chapter 1&2 LESSON 1	- Read the chapter - Review the PowerPoint - Complete procrastination busting action plan - Assignment: Time management & Task prioritization - Assignment Scenarios - Complete discussion - Complete the Test 1	FACULTY ROSTER CERTIFICATION DATE 9/10 - 9/14
9/19 – 10/4	Chapter 3	- Read the chapter - Review the PowerPoint - Complete the Assignments - Complete discussion post	Mid-Term Grades are due October 16th

	LESSON 2	• Complete the Quiz	
10/5 - 10/18	Chapter 4 LESSON 3	• Read the chapter • Review the PowerPoint • Complete the Assignment • Complete the Quiz	The last day to withdraw is November 12th
10/19 - 11/1	Chapter 5 LESSON 4	• Read the chapter • Review the PowerPoint • Complete the Assignment • Complete the Quiz	
11/2 - 11/15	Chapter 6 LESSON 5	• Read the chapter • Review the PowerPoint • Complete the Assignment • Complete the Quiz Test 5	
11/16 - 11/29	Chapter 7 LESSON 6	• Read the chapter • Review the PowerPoint • Complete the Assignment • Complete the Quiz Test 6	PJC Thanksgiving Break is 11/25 - 11/27
11/30 - 12/6	Chapter 8 LESSON 7	• Read the chapter • Discussion post • Assignment – planning your future • Career path assignment	
12/7 - 12/10	FINAL EXAM	• FINAL EXAM	FINAL EXAM 12/7 - 12/10
			GRADES DUE 12/11 @ 9AM

Course Requirements and Evaluation:

Points are accumulated through daily assignments, discussion posts, quizzes, chapter tests, a final exam.

Grading Scale:

100-90% = A 1100- 900 pts = A

89-80% = B 899-800 pts = B

79-70% = C 799-700 pts = C

69- 60% = D 699 – 600 pts = D

59-0% = F 599- 0 pts = F

Course Policies:

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the students. The last day for a student to withdraw from a course with a grade of "W" is Oct. 2, 2025.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence:

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

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MFA

To help protect student accounts and personal information, students are required to use **Multi-Factor Authentication (MFA)** when accessing college systems and online resources. MFA adds an extra layer of security by requiring users to verify their identity through a second method, a Microsoft Authenticator mobile app notification in addition to their password.

How to Use MFA:

1. Log in to your college account using your username and password.

2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately

Dual credit students logging in to their high school wifi will not be required to complete the MFA process. Dual Credit students logging in anywhere else will be required to complete the MFA process.

ADA Statement

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

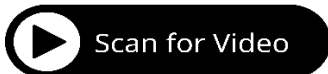
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Course # DFTG 1305 10J0
Course Title: Technical Drafting
Fall 2026

Instructor: *Chris Malone*

Office: *WTC 1211*

Phone: *903-782-0391*

Email: *cmalone@parisjc.edu*

Office Hours: *See the instructors office door schedule*

Meeting Location: *WTC 1211*

Meeting Days: *MTWR*

Meeting Times: *1:00pm – 5:00pm*

Course Description:

An introduction to reading, interpreting, and developing technical drawings, including the principles of drafting and computer-aided design.

Credits: SCH = 3

TSI Requirement: NA

Prerequisite(s): DFTG 1309

Required Textbook(s) and Materials:

Certiport Testing Voucher

1 - USB Flash Drive – 32 GB minimum

1 - Pair of Headphones

1 - Yellow Highlighter

1 - Writing utensil (Pen or Pencil)

1 - Computer w/ CAD software

Course Goals and Objectives:

Produce technical sketches and drawings, including, annotations, scales, line styles, orthographic projections, pictorial views, dimension drawings, calculations, and measurements; and identify terminology and basic functions used with 2D and 3D computer-aided drafting software.

Course Requirements and Evaluation:

Course Evaluation

Assignments: 60% of total grade

Final Exam/Project: 40% of total grade

Grade Scale

90-100 A

80-89 B

70-79 C

60-69 D

00-59 F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

All class work is due on time and must be turned in by the specified time on the due date. Late work will be penalized by an automatic grade deduction of 20%. No late work will be accepted the last week of class. The due dates are set to keep the class progressing, students are welcome to work ahead on any lessons that are available. Work at your preferred pace, just be sure to meet the deadlines set on the due dates.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Tuesday, November 24th.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Complaint Procedures:

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ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Tech Support:

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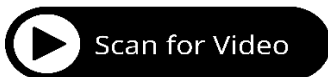
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	ASSIGNMENTS
10-19-2026	Intro to Technical Dwg	Lesson 01
10-26-2026	Multi-View Basics	Lesson 02
11-02-2026	Multi-View Techniques	Lesson 03
11-09-2026	MV Projects 1-5	Lesson 04
11-16-2026	Section Views 6-8	Lesson 06
11-23-2026	Isometric Drawings 1-5	Lesson 07
11-30-2026	ACU PREP WEEK	GMETRIX
12-07-2026	Review & Final	Review & Final

Course # DFTG 1309 10H0
Course Title: Basic Computer Aided Drafting
Fall 2026

Instructor: *Chris Malone*

Office: *WTC 1211*

Phone: *903-782-0391*

Email: *cmalone@parisjc.edu*

Office Hours: *See the instructors office door schedule*

Meeting Location: *WTC 1211*

Meeting Days: *MTWR*

Meeting Times: *1:00pm – 5:00pm*

Course Description:

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

Credits: SCH = 3

TSI Requirement: NA

Prerequisite(s): None

Required Textbook(s) and Materials:

Solidprofessor Online Library

1 - USB Flash Drive – 32 GB minimum

1 - Pair of Headphones

1 - Yellow Highlighter

1 - Writing utensil (Pen or Pencil)

1 - Computer w/ CAD software

Course Goals and Objectives:

Identify terminology and basic functions used with CAD software; use CAD hardware and software to create, organize, display, and plot/print working drawings; and use file management techniques.

Course Requirements and Evaluation:

Course Evaluation

Assignments: 60% of total grade

Final Exam/Project: 40% of total grade

Grade Scale

90-100 A

80-89 B

70-79 C

60-69 D

00-59 F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

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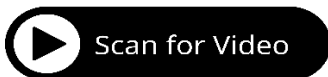
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	ASSIGNMENTS
08-24-2026	Intro	Lessons 01, 02, 03 & 04
08-31-2026	Draw Commands	Lessons 05, 06, 07 & 08
09-07-2026	Modify Commands	Lessons 09, 10, 11 & 12
09-14-2026	Annotations	Lessons 13, 14, 15 & 16
09-21-2026	Hatches & Scaling	Lessons 17, 18, 19 & 20
09-28-2026	Printing	Lessons 21, 22, 23 & 24
10-05-2026	Cabin & Templates	Lessons 25, 26 & 27
10-12-2026	Review & Final	Review & Final

Course # DFTG 1309 25D0
Course Title: Basic Computer Aided Drafting
Fall 2026

Instructor: *Chris Malone*

Office: *WTC 1211*

Phone: *903-782-0391*

Email: *cmalone@parisjc.edu*

Office Hours: *See the instructors office door schedule*

Meeting Location: *Online*

Meeting Days: *Online*

Meeting Times: *Online*

Course Description:

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

Credits: SCH = 3

TSI Requirement: NA

Prerequisite(s): None

Required Textbook(s) and Materials:

Solidprofessor Online Library

1 - USB Flash Drive – 32 GB minimum

1 - Pair of Headphones

1 - Yellow Highlighter

1 - Writing utensil (Pen or Pencil)

1 - Computer w/ CAD software

Course Goals and Objectives:

Identify terminology and basic functions used with CAD software; use CAD hardware and software to create, organize, display, and plot/print working drawings; and use file management techniques.

Course Requirements and Evaluation:

Course Evaluation

Assignments: 60% of total grade

Final Exam/Project: 40% of total grade

Grade Scale

90-100 A

80-89 B

70-79 C

60-69 D

00-59 F

Required Activity:

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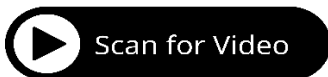
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	ASSIGNMENTS
08-24-2026	Intro & Draw Commands	Lessons 01 & 02
08-31-2026	Coordinates	Lessons 03 & 04
09-07-2026	Basic Draw & Modify Commands	Lessons 05 & 06
09-14-2026	Basic Draw & Modify Commands	Lessons 07 & 08
09-21-2026	Snaps and Inquiry Tools	Lessons 09 & 10
09-28-2026	Annotations	Lessons 11 & 12
10-05-2026	Styles and Layers	Lessons 13 & 14
10-12-2026	Dimensions and Hatches	Lessons 15 & 16
10-19-2026	Scales and Scaling	Lessons 17 & 18
10-26-2026	Scaling Text and Dim Styles	Lessons 19 & 20
11-02-2026	Printing in Model & Paper Space	Lessons 21 & 22
11-09-2026	Cabin Project and Blocks	Lessons 23 & 24
11-16-2026	Templates	Lessons 25 & 26
11-23-2026	Thanksgiving	
11-30-2026	Advanced Dimensioning	Lessons 27 & Review
12-07-2026	Final Exam & Project	Final

Course # DFTG 1317 10H0
Course Title: Architectural Drafting - Residential
Fall 2026

Instructor: *Chris Malone*

Office: *WTC 1211*

Phone: *903-782-0391*

Email: *cmalone@parisjc.edu*

Office Hours: *See the instructors office door schedule*

Meeting Location: *WTC 1211*

Meeting Days: *MTWR*

Meeting Times: *1:00pm – 5:00pm*

Course Description:

Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods.

Credits: SCH = 3

TSI Requirement: NA

Prerequisite(s): None

Required Textbook(s) and Materials:

No Textbook Required

1 - USB Flash Drive – 32 GB minimum

1 - Pair of Headphones

1 - Yellow Highlighter

1 - Writing utensil (Pen or Pencil)

1 - Computer w/ CAD software

Course Goals and Objectives:

Utilize architectural terms, symbols, residential construction materials, and processes to produce a set of residential construction drawings including site plan, floor plan, elevations, wall sections, schedules, details, and foundation plan using reference materials.

Course Requirements and Evaluation:

Course Evaluation

Assignments: 50% of total grade

House Projects: 50% of total grade

Grade Scale

90-100 A

80-89 B

70-79 C

60-69 D

00-59 F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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Class Attendance:

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Class Conduct:

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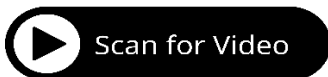
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	ASSIGNMENTS
08-24-2026	Intro & CAD Standards	Lessons 01 & 02
08-31-2026	Floor Plans & Framing	Lessons 03 & 04
09-07-2026	Elevations & Roof Plans	Lessons 05 & 06
09-14-2026	Plumbing Plans	Lessons 07 & 08
09-21-2026	HVAC Plans	Lessons 09 & 10
09-28-2026	Electrical Plans	Lessons 11 & 12
10-05-2026	General Notes & Sections	Lessons 13
10-12-2026	Final Project	Final Project

Course # DFTG 1325 10H0
Course Title: Blueprint Reading and Sketching
Fall 2026

Instructor: *Chris Malone*

Office: *WTC 1211*

Phone: *903-782-0391*

Email: *cmalone@parisjc.edu*

Office Hours: *See the instructors office door schedule*

Meeting Location: *WTC 1211*

Meeting Days: *MTWR*

Meeting Times: *1:00pm – 5:00pm*

Course Description:

An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings.

Credits: SCH = 3

TSI Requirement: NA

Prerequisite(s): None

Required Textbook(s) and Materials:

Print Reading for Industry, 12th Edition

By: Walter C. Brown, Ryan K. Brown

ISBN: 979-8-89118-818-1

1 - USB Flash Drive – 32 GB minimum

1 - Pair of Headphones

1 - Yellow Highlighter

1 - Writing utensil (Pen or Pencil)

Course Goals and Objectives:

Students will Interpret working drawings including dimensions, notes, symbols, sections, and auxiliary views; and sketch pictorials and multi-view drawings.

Course Requirements and Evaluation:

Course Evaluation

Assignments: 60% of total grade

Final Exam/Project: 40% of total grade

Grade Scale

90-100 A

80-89 B

70-79 C

60-69 D

00-59 F

Required Activity:

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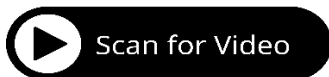
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	ASSIGNMENTS
08-24-2026	Intro & CAD Standards	Lessons 01 & 02
08-31-2026	Title Blocks & Geometric Construction	Lessons 03 & 04
09-07-2026	Multiview Drawings & Section Views	Lessons 05 & 06
09-14-2026	Auxiliary Views & Threads	Lessons 07 & 08
09-21-2026	Dimensioning & Tolerancing	Lessons 09 & 10
09-28-2026	Machine Specs & Drawing Revisions	Lessons 11 & 14
10-05-2026	Detail and Assembly Drawings	Lessons 15 & 16
10-12-2026	Final	Final

Course # DFTG 1330 10H0
Course Title: Civil Drafting 1
Fall 2026

Instructor: *Chris Malone*

Office: *WTC 1211*

Phone: *903-782-0391*

Email: *cmalone@parisjc.edu*

Office Hours: *See the instructors office door schedule*

Meeting Location: *WTC 1211*

Meeting Days: *MTWR*

Meeting Times: *1:00pm – 5:00pm*

Course Description:

Preparation of civil drawings including drafting methods and principles used in civil engineering.

Credits: SCH = 3

TSI Requirement: NA

Prerequisite(s): None

Required Textbook(s) and Materials:

Solidprofessor Online Library

1 - USB Flash Drive – 32 GB minimum

1 - Pair of Headphones

1 - Yellow Highlighter

1 - Writing utensil (Pen or Pencil)

1 - Computer w/ CAD software

Course Goals and Objectives:

Interpret field notes; develop documents for a civil project related to drainage and utilities infrastructure, to include a comprehension of related calculations.

Course Requirements and Evaluation:

Course Evaluation

Assignments: 60% of total grade

Final Exam/Project: 40% of total grade

Grade Scale

90-100 A

80-89 B

70-79 C

60-69 D

00-59 F

Required Activity:

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Course Policies:

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Class Attendance:

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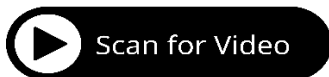
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	ASSIGNMENTS
08-24-2026	Intro to Civil Design	Lessons 01
08-31-2026	Contours	Lessons 02
09-07-2026	Civil Standards	Lessons 03
09-14-2026	Site Plans	Lessons 04
09-21-2026	Grading Plans	Lessons 05
09-28-2026	Topographic Surveys	Lessons 06 & 07
10-05-2026	Civil 3D	Lessons 09
10-12-2026	Final	Final

Course # DFTG 1345 25D0
Course Title: Parametric Modeling and Design
Fall 2026

Instructor: *Chris Malone*

Office: *WTC 1211*

Phone: *903-782-0391*

Email: *cmalone@parisjc.edu*

Office Hours: *See the instructors office door schedule*

Meeting Location: *Online*

Meeting Days: *Online*

Meeting Times: *Online*

Course Description:

Parametric-based design software for 3D design and drafting.

Credits: SCH = 3

TSI Requirement: NA

Prerequisite(s): None

Required Textbook(s) and Materials:

Solidprofessor Online Library

1 - USB Flash Drive – 32 GB minimum

1 - Pair of Headphones

1 - Yellow Highlighter

1 - Writing utensil (Pen or Pencil)

1 - Computer w/ CAD software

Course Goals and Objectives:

Use parametric modeling techniques to create rendered assemblies, orthographic drawings, auxiliary views, and details from 3-dimensional models.

Course Requirements and Evaluation:

Course Evaluation

Assignments: 60% of total grade

Final Exam/Project: 40% of total grade

Grade Scale

90-100 A

80-89 B

70-79 C

60-69 D

00-59 F

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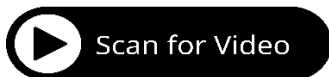
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	ASSIGNMENTS
08-24-2026	Intro & Sketch Tools	Lessons 01 & 02
08-31-2026	Intro to Features	Lessons 03 & 04
09-07-2026	Reference Geometry and Patterns	Lessons 05 & 06
09-14-2026	Part Modeling	Lessons 07 & 08
09-21-2026	Analyzing Parts & Configurations	Lessons 09 & 10
09-28-2026	Part Assignments	Part Assignments
10-05-2026	Intro into Assemblies	Lessons 11 & 12 & 13
10-12-2026	Assembly Assignments	Assembly Assignments
10-19-2026	Intro to Drawings	Lessons 14 & 15
10-26-2026	Sections and Alignments	Lessons 16 & 17
11-02-2026	Annotations	Lessons 18 & 19 & 20
11-09-2026	Drawing Assignments 1	Drawing Assignments 1
11-16-2026	Drawing Assignments 2	Drawing Assignments 2
11-23-2026	Thanksgiving	
11-30-2026	Review	Review
12-07-2026	Final Project	Final

Course # DFTG 2319 10J0
Course Title: Intermediate Computer-Aided Drafting
Fall 2026

Instructor: *Chris Malone*

Office: *WTC 1211*

Phone: *903-782-0391*

Email: *cmalone@parisjc.edu*

Office Hours: *See the instructors office door schedule*

Meeting Location: *WTC 1211*

Meeting Days: *MTWR*

Meeting Times: *1:00pm – 5:00pm*

Course Description:

A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D.

Credits: SCH = 3

TSI Requirement: NA

Prerequisite(s): DFTG 1309

Required Textbook(s) and Materials:

No Textbook Required

1 - USB Flash Drive – 32 GB minimum

1 - Pair of Headphones

1 - Yellow Highlighter

1 - Writing utensil (Pen or Pencil)

1 - Computer w/ CAD software

Course Goals and Objectives:

Produce 2D and 3D drawings, pictorial drawings; use external referencing of multiple drawings to construct a composite drawing; and import and extract data utilizing attributes.

Course Requirements and Evaluation:

Course Evaluation

Assignments: 60% of total grade

Final Exam/Project: 40% of total grade

Grade Scale

90-100 A

80-89 B

70-79 C

60-69 D

00-59 F

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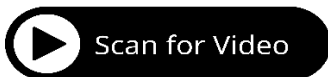
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	ASSIGNMENTS
10-19-2026	AutoCad Customization	Lessons 02, 03 & 04
10-26-2026	Blocks & Attributes	Lessons 07 & 08
11-02-2026	XREF's & Parametric Design	Lessons 09 & 10
11-09-2026	Dynamic Blocks & Metric	Lessons 11 & 01
11-16-2026	Intro to 3D Basics	Lessons 12 & 13
11-23-2026	Thanksgiving	Thanksgiving
11-30-2026	Advanced Modeling	Lessons 14 & 15
12-07-2026	Review & Final	Review & Final

Course # DFTG 2323 10G0
Course Title: Pipe Drafting
Fall 2026

Instructor: *Chris Malone*

Office: *WTC 1211*

Phone: *903-782-0391*

Email: *cmalone@parisjc.edu*

Office Hours: *See the instructors office door schedule*

Meeting Location: *WTC 1211*

Meeting Days: *T*

Meeting Times: *1:00pm – 5:00pm*

Course Description:

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.

Credits: SCH = 3

TSI Requirement: NA

Prerequisite(s): None

Required Textbook(s) and Materials:

No Textbook Required

1 - USB Flash Drive – 32 GB minimum

1 - Pair of Headphones

1 - Yellow Highlighter

1 - Writing utensil (Pen or Pencil)

1 - Computer w/ CAD software

Course Goals and Objectives:

Create drawings of foundations, structural supports, and process equipment; identify symbols and research specifications; generate a bill of material list; use charts and standards; generate isometric drawings; and calculate measurements for pipe fittings.

Course Requirements and Evaluation:

Course Evaluation

Assignments: 60% of total grade

Final Exam/Project: 40% of total grade

Grade Scale

90-100 A

80-89 B

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00-59 F

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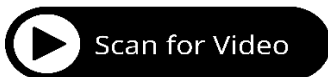
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	ASSIGNMENTS
08-24-2026	Introduction to Pipe Drafting	Lessons 01
08-31-2026	Pipe Standards and Dimensioning	Lessons 01
09-07-2026	Types of Pipe	Lessons 02
09-14-2026	Pipe Fittings	Lessons 02
09-21-2026	Valves	Lessons 03
09-28-2026	Pipe Instrumentation	Lessons 03
10-05-2026	Pumps	Lessons 05
10-12-2026	Tanks & Vessels	Lessons 05
10-19-2026	Pipe Equipment	Lessons 06
10-26-2026	Pipe Equipment	Lessons 06
11-02-2026	Plan Views and Elevations	Lessons 06
11-09-2026	Piping Isometrics	Lessons 07
11-16-2026	Piping Isometrics	Lessons 07
11-23-2026	Thanksgiving	
11-30-2026	Piping Spools	Lessons 08
12-07-2026	Final Exam & Project	Final

Course # DFTG 2328 10J0
Course Title: Architectural Drafting - Commercial
Fall 2026

Instructor: *Chris Malone*

Office: *WTC 1211*

Phone: *903-782-0391*

Email: *cmalone@parisjc.edu*

Office Hours: *See the instructors office door schedule*

Meeting Location: *WTC 1211*

Meeting Days: *MTWR*

Meeting Times: *1:00pm – 5:00pm*

Course Description:

Architectural drafting procedures, practices, governing codes, terms and symbols, including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods.

Credits: SCH = 3

TSI Requirement: NA

Prerequisite(s): Instructor approval

Required Textbook(s) and Materials:

No Textbook Required

1 - USB Flash Drive – 32 GB minimum

1 - Pair of Headphones

1 - Yellow Highlighter

1 - Writing utensil (Pen or Pencil)

1 - Computer w/ CAD software

Course Goals and Objectives:

Apply commercial construction materials and processes; produce a set of commercial construction drawings including a site plan, floor plans, reflected ceiling plan, sections, elevations, schedules, and details.

Course Requirements and Evaluation:

Course Evaluation

Assignments: 25% of total grade

Final Exam/Project: 75% of total grade

Grade Scale

90-100 A

80-89 B

70-79 C

60-69 D

00-59 F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

All class work is due on time and must be turned in by the specified time on the due date. Late work will be penalized by an automatic grade deduction of 20%. No late work will be accepted the last week of class. The due dates are set to keep the class progressing, students are welcome to work ahead on any lessons that are available. Work at your preferred pace, just be sure to meet the deadlines set on the due dates.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Tuesday, November 24th.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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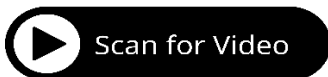
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	ASSIGNMENTS
10-19-2026	Intro to Commercial Arch	Lessons 01
10-26-2026	Walls, Windows & Doors	Lessons 02
11-02-2026	Roof Plan & 3D Views	Lessons 03
11-09-2026	Electrical Plan	Lessons 04
11-16-2026	Foundation Plan & Details	Lessons 05
11-23-2026	Thanksgiving	Thanksgiving
11-30-2026	Sheet formatting	Lessons 06
12-07-2026	Review & Final	Review & Final

Course # DFTG 2331 10J0
Course Title: Advanced Technologies in Architectural Design and Drafting
Fall 2026

Instructor: *Chris Malone*

Office: *WTC 1211*

Phone: *903-782-0391*

Email: *cmalone@parisjc.edu*

Office Hours: *See the instructors office door schedule*

Meeting Location: *WTC 1211*

Meeting Days: *MTWR*

Meeting Times: *1:00pm – 5:00pm*

Course Description:

Use of architectural specific software to execute the elements required in designing standard architectural exhibits utilizing custom features to create walls, windows and specific design requirements for construction in residential/commercial and industrial architecture.

Credits: SCH = 3

TSI Requirement: NA

Prerequisite(s): Instructor approval

Required Textbook(s) and Materials:

No Textbook Required

1 - USB Flash Drive – 32 GB minimum

1 - Pair of Headphones

1 - Yellow Highlighter

1 - Writing utensil (Pen or Pencil)

1 - Computer w/ CAD software

Course Goals and Objectives:

Use architectural techniques to design, assemble, evaluate, and render architectural building components; develop plan and elevation drawings and details from three-dimensional architectural models.

Course Requirements and Evaluation:

Course Evaluation

Assignments: 25% of total grade

Final Exam/Project: 75% of total grade

Grade Scale

90-100 A

80-89 B

70-79 C

60-69 D

00-59 F

Required Activity:

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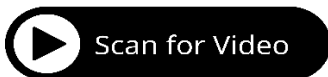
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	ASSIGNMENTS
10-19-2026	Intro to BIM Technology	Lessons 01
10-26-2026	Walls, Windows & Doors	Lessons 02
11-02-2026	Roof Plan & 3D Views	Lessons 03
11-09-2026	Electrical Plan	Lessons 04
11-16-2026	Foundation Plan & Details	Lessons 05
11-23-2026	Thanksgiving	Thanksgiving
11-30-2026	Sheet forming	Lessons 06
12-07-2026	Review & Final	Review & Final

Course # DFTG 2338 10G0
Course Title: Final Project - Advanced Drafting
Fall 2026

Instructor: *Chris Malone*

Office: *WTC 1211*

Phone: *903-782-0391*

Email: *cmalone@parisjc.edu*

Office Hours: *See the instructors office door schedule*

Meeting Location: *WTC 1211*

Meeting Days: *W*

Meeting Times: *1:00pm – 5:00pm*

Course Description:

An advanced course in which students produce a comprehensive project from conception to conclusion.

Credits: SCH = 3

TSI Requirement: NA

Prerequisite(s): None

Required Textbook(s) and Materials:

No Textbook Required

1 - USB Flash Drive – 32 GB minimum

1 - Pair of Headphones

1 - Yellow Highlighter

1 - Writing utensil (Pen or Pencil)

Course Goals and Objectives:

Conceptualize, design and present a complete project in a prescribed discipline. Integrate problem solving and related technologies to identify solutions; use discipline specific industry standards, and produce documentation.

Course Requirements and Evaluation:

Course Evaluation

Final Project: 100% of total grade

Grade Scale

90-100 A

80-89 B

70-79 C

60-69 D

00-59 F

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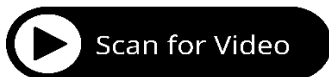
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	ASSIGNMENTS
08-24-2026	Orientation	Lessons 01
08-31-2026	Definition of product need	Lessons 01
09-07-2026	Product concept design	Lessons 02
09-14-2026	Product concept design	Lessons 02
09-21-2026	Product concept design	Lessons 02
09-28-2026	Industrial research	Lessons 03
10-05-2026	Testing & Evaluation	Lessons 04
10-12-2026	Testing & Evaluation	Lessons 04
10-19-2026	Product Refinement	Lessons 05
10-26-2026	Product Refinement	Lessons 05
11-02-2026	Testing & Evaluation	Lessons 06
11-09-2026	Production drawings	Lessons 07
11-16-2026	Production drawings	Lessons 07
11-23-2026	Thanksgiving	
11-30-2026	Production drawings	Lessons 08
12-07-2026	Project Presentation	Final

DMSO 2341.100
Sonography of Abdominopelvic Pathology
3rd Semester Fall 2026

Instructor: Tiana Reaves
Office: WTC 1105
Phone: 903-782-0494
Email: treaves@parisjc.edu
Office Hours: 7:45am – 5:00pm

Meeting Location: WTC-1106
Meeting Days: Monday/Wednesday
Meeting Times: 1:00-4:00 Monday Lecture
1:00-4:00 Wednesday Lab

Course Description:

Pathologies and disease states of the abdomen and pelvis as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

Credits: SCH = 2 lecture and 4 laboratory hours per week, from approved course list

Prerequisite(s):
DMSO 1341

Required Textbook(s) and Materials:

Textbook of Diagnostic Sonography, Ninth Edition Vol. 1 & 2
ISBN: 978-0-323-82761-4

Course Goals and Objectives:

1. Identify abnormal abdominal and pelvic structures.
2. Identify scanning techniques using standard protocol guidelines.
3. Evaluate patient history, other imaging modalities, and laboratory data as it relates to abdominopelvic pathology.

Course Requirements and Evaluation:

To pass DMSO 2341, the student must complete all objectives and achieve a final average grade of **74.5** or higher:

Exams	50%
Quizzes	30%
Final Exam	10%
Lab Assignments	10%

The weighted average of the exams (unit and final) MUST be 75.0% or greater before ANY other course grades are averaged to compose the final grade. If the weighted exam average is below 75.0%, the student will receive the grade of “D”, or lower for the course regardless of any other grade(s).

If you miss an exam, you must contact the instructor as soon as possible. Make-up exams may be an alternate examination and must be completed by the next scheduled class day.

Missed quizzes cannot be made up and will result in a grade of zero.

Students who have unsatisfactory progress in classroom will be given written notification and a plan for remediation will be completed. A plan will be recommended to improve future grades.

Required Activity:

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Class Attendance:

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1. During inclement weather on classroom days, the student must make his/her own decision regarding safety for travel to school. A student who decides not to attend class because of inclement weather will receive an absence unless official notification by the college has been made that classes are closed.
2. Students missing 60 minutes or less of classroom during a given day will receive a tardy. Students missing more than 60 minutes will be given an absence. A tardy or absence such as arriving late or leaving early may occur at any point during the day.
3. Three (3) tardies = one (1) absence.
4. Permission to enter the classroom will be left to the discretion of the classroom instructor. Students must demonstrate accountability. If a student reports to the classroom with an illness which may pose a threat to others, he/she will be dismissed from the classroom and will receive an absence.
5. Students who are absent will be required to make up lab hours if required. Should the student miss the make-up hours it will be considered an absence.
6. Students missing any time after three (3) absences per course per semester must, upon return to school, make a request to the Program Coordinator or the Director of Health Occupations, to discuss absences. The student must provide supporting evidence to validate the necessity of absence.

Procedure for Reporting an Absence or Tardy

When a student must be late or absent from the classroom, that individual must notify the instructor/college by telephone. When calling, the student should attempt to contact the person in charge, but if this person is unavailable, speak to the next person in line of authority. The student should then convey his/her message be relayed to the instructor when he/she arrives. The student must obtain the name and position of the person contacted about the absence. Failure to comply with the requirements may result in automatic probation. Abuse of these rules may result in a termination from the program.

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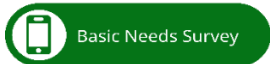
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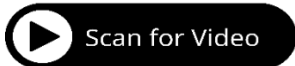
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Please utilize this IT checklist to ensure you will have everything ready for class.

[IT Checklist](#)

Please send IT requests to techsupport@parisjc.edu

Course Schedule: Lecture on Monday's 1-4 and Lab on Wednesday's 1-4

Bring USB to Lab every week!

DMSO 2341 COURSE SCHEDULE

08/24 09/26	WELCOME BACK! Syllabus, Entrance Quiz, Assign Project, Disease Process Scanning RUQ
09/31 10/2	Week 2: Chapter 8-Vascular System Path. LAB: Mesenteric vasculature
09/7 09/9	Week 3: Labor Day-Campus closed Lecture will be on Wednesday!!! Quiz #1 Lecture: Chapter 9-Liver Path. LAB: Liver/hepatic vasculature
09/14 09/16	Week 4: EXAM 1 Chapter 10-Gallbladder and Biliary System Path. LAB: GB and Biliary, scanning RUQ
09/21 09/23	Week 5: Quiz #2 Chapter 11-Spleen Path. LAB: Spleen, scanning ABD complete
09/28 09/30	Week 6: EXAM 2 Chapter 12- Pancreas Path. LAB: Pancreas, scanning ABD complete
10/05 10/07	Week 7: Quiz # 3 Chapter 13-Gastrointestinal Tract Path. LAB: GI Tract, Appendix
10/12 10/14	Week 8: EXAM 3 Chapter 14-Perit. Cavity and Abd. Wall Path. LAB: Ascites, Pleural effusions
10/19 10/21	Week 9: Chapter 15-Urinary System Path. LAB: Renal and Bladder, Renal Vasculature
10/26 10/28	Week 10: EXAM 4 Chapter 16-Retroperitoneum Path. LAB: Adrenal glands, Para-Aortic nodes
11/02 11/04	Week 11: Quiz # 4 Chapters 25,26 Pediatric Abdomen, Adrenal and Urinary system LAB: Pediatric
11/09 11/11	Week 12: EXAM 5 Chapters 17,19,20 – Abd. App. of US Contrast Agents, Emergent US Proc., Sono. Tech. in the Transplant Patient LAB: FAST Scan Protocol: page 564
11/16 11/18	Week 13: Last Day to drop with a “W”!!! EXAM 6 Chapter 43-Path. of the Uterus, – assign review questions. LAB: Pelvic TV/TA
11/23 11/25	Week 14: Thanksgiving Week!!! Chapter 44,45 Path. Ovaries, Adnexa – assign EXAM 7 No Lab due to Holiday-PJC closed Nov.25th-27th
11/30 12/02	Week 15: Present Pathology Projects (TEST GRADE), Review- ALL Pathology- Quizlet made by class.
12/07	Week 16: FINAL EXAM

DMSO 2342. 100
Sonography of High-Risk Obstetrics

3rd Semester Fall 2026

Instructor: Tate Power

Office: 1103

Phone: 281-825-8459

Email: tpower@parisjc.edu

Office Hours: By appointment only

Meeting Location: WTC 1106

Meeting Days: Mondays

Meeting Times: 8:00-12:00

Course Description:

Maternal disease and fetal abnormalities. Includes scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

Credits: SCH = 2 lecture and 2 laboratory hours per week, from approved course list

Prerequisite(s):

DMSO 2305

Required Textbook(s) and Materials:

Textbook of Diagnostic Sonography, Vol. Two, 9th Edition

ISBN: 978-0-323-82762-1

Course goals and Objectives:

1. Identify and differentiate normal and abnormal fetal and maternal structures.
2. Demonstrate pertinent measurement techniques and scanning techniques using standard protocols.
3. Evaluate patient history and laboratory data as it relates to ultrasound.
4. Select appropriate transducer for area of interest.

Course Requirements and Evaluation:

In order to pass DMSO 2342, the student must complete all objectives and achieve a final average grade of **74.5** or higher.

Exams	50%
Quizzes	30%
Final Exam	10%
Lab Assignments	10%

The weighted average of the exams (unit and final) MUST be 75.0% or greater before ANY other course grades are averaged to compose the final grade. If the weighted exam average is below 75.0%, the student will receive the grade of “D”, or lower for the course regardless of any other grade(s).

If you miss an exam, you must contact the instructor as soon as possible. Make-up exams may be an alternate examination and must be completed by the next scheduled class day.

Missed quizzes cannot be made up and will result in a grade of zero.

Students who have unsatisfactory progress in classroom will be given written notification and a plan for remediation will be completed. A plan will be recommended to improve future grades.

No extra credit will be offered.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD).

Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Class Attendance:

The last day to withdraw with a "W" is Thursday, November 16th, 2024. Diagnostic Medical Sonography students will follow the absence and tardy policies of Paris Junior College as discussed in the school catalog, with the following modifications because of the nature of diagnostic sonography:

1. During inclement weather on classroom days, the student must make his/her own decision regarding safety for travel to school. A student who decides not to attend clinical because of inclement weather will receive an absence unless official notification by the college has been made that classes are closed.
2. Students missing 60 minutes or less of classroom during a given day will receive a tardy. Students missing more than 60 minutes will be given an absence. A tardy or absence such as arriving late or leaving early may occur at any point during the day.
3. Three (3) tardies = one (1) absence.
4. Permission to enter the classroom will be left to the discretion of the classroom instructor.
 - a. Students will demonstrate accountability. If a student reports to the classroom with an illness which may pose a threat to others he/she will be dismissed from the classroom and will receive an absence.
5. Students who are absent will be required to make up lab hours if required.
 - a. Should the student miss the make-up hours it will be considered an absence.
6. Students missing any time after three (3) absences per course per semester must, upon return to school, make a request to the Program Coordinator or the Director of Health Occupations to discuss absences and meet with the extenuating circumstance committee.

Procedure for Reporting an Absence or Tardy:

When a student must be late or absent from the classroom, that individual must notify the instructor/college by telephone. When calling, the student should attempt to contact the person in charge but if this person is unavailable, speak to the next person in line of authority. The student should then convey his/her message be relayed to the instructor when he/she arrives. The student must obtain the name and position of the person contacted about the absence. Failure to comply with the requirements may results in automatic probation. Abuse of these rules may results in a termination from the program.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.
<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

Is it the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This college will adhere to all applicable

federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange and appointments with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true.

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication.)

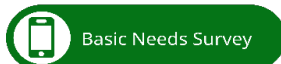
When you go back to your normal activities, take added precaution over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing. If possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.

Course Schedule:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8/24	WELCOME BACK!	Syllabus Review
8/31	CH 54 – Sonography High Risk Pregnancy	Homework: Case study & Workbook
9/07	QUIZ #1 (CH 54) CH 55 – Prenatal Diagnosis of Congenital Anomalies	Homework: Case study & Workbook
9/14	EXAM #1 (CH 54-55) CH 56 – Placenta	Homework: Case study & Workbook
9/21	QUIZ #2 (CH 56) CH 57 – Umbilical Cord	Homework: Case study & Workbook
9/28	EXAM #2 (CH 56-57) CH 58 – amniotic fluid & fetal membranes	Homework: Case study & Workbook
10/5	QUIZ #3 (CH 58) CH 59 – Fetal Face & Neck	Homework: Case study & Workbook
10/12	EXAM #3 (CH 58-59) CH 60 – Fetal Neural Axis Discuss Project Criteria	Homework: Case study & Workbook
10/19	CH 60 continued.., CH 61 – Fetal Thorax	Homework: Case study & Workbook

10/26	QUIZ #4 (CH 60) CH 62 & 63 Fetal Abdomen	Homework: Case study & Workbook
11/02	EXAM #4 (CH 61, 62, 63) CH 64 – Fetal Urogenital System	Homework: Case study & Workbook
11/09	CH 64 Continued	Homework: Case study & Workbook
11/16	QUIZ #5 (CH 64) CH 65 – Fetal Skeleton	Homework: Case study & Workbook
11/23	EXAM #5 (CH 64-65) Project Presentation	
11/30	Final Exam Review	
12/07	FINAL EXAM Chapters 54-65	

DMSO 2362.100

Clinical - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician *3rd Semester Fall 2026*

Instructor: Tiana Reaves

Meeting Location: WTC-1106

Office: 1105

Phone: 903-782-0494

Email: treaves@parisjc.edu

Office Hours: 07:45am- 05:00pm

Meeting Days: Tuesday / Thursday / Friday

Meeting Times: TBA

Course Description:

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Credits: SCH = 0 lecture and 12 clinical/laboratory hours per week

Prerequisite(s): DMSO 1261

Required Textbook(s) and Materials:

Clinical Guide to Sonography, Second Edition

Exercises for Critical Thinking

ISBN: 978-0-323-09164-0

Course Goals and Objectives:

1. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Course Requirements and Evaluation:

To successfully complete DMSO 2362, students are expected to demonstrate progress in achieving the mandatory and elective clinical competencies outlined by the ARRT. Grades will be calculated based on a weighted average that includes the completion of competencies, evaluations from clinical instructors, participation in clinical discussions, weekly log submissions, and attendance.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Grading Scale:

Depending on proficiencies/competencies completed, evaluations, clinical participation, submission of time sheets, exam logs, and clinical discussions.

DMSO 2362 Weighted Average:

Final Proficiency Comp:	30%
Clinical Evaluations:	25%
Weekly Lab Assignments:	15%
Clinical Discussion:	15%
<u>Weekly exam Log:</u>	15%
	100%

The student is responsible for updating digital clinical exam logs and uploading via Blackboard weekly by Sunday afternoon. Students will be responsible for monitoring their own competencies on a weekly basis to ensure their completion at the end of the semester. All failed competencies must be turned in each week or **5 points** will be taken off the student's final grade. After the 3rd incident, it may be grounds for dismissal.

Must have time submitted correctly in Trajecsyst and have journal for clinical discussion in class or to be submitted via Blackboard weekly. Journal must have preceptor signature daily, if signature is missing there will be a **2-point** deduction from final grade for each occurrence. The weekly clinical discussion will require the student to verbally or in Blackboard discuss procedures they assisted, observed, and performed during the prior week to their classmates for group discussion.

The evaluations of the students will be thoroughly assessed. Any issues identified will be addressed during clinical discussions to ensure that the entire group can benefit from the feedback. Additionally, students and instructors will meet twice each semester to discuss individual evaluations.

Students who demonstrate unsatisfactory progress during clinical rotations will receive written notification, be placed on probation, and a remediation plan will be developed. Continued unsatisfactory progress following remediation may lead to dismissal from the program.

Evaluations that do not meet minimum requirements are deemed unsatisfactory progress in the course.

Evaluation Grading Rubric

1= Unsatisfactory (Skills/criteria not met, student is not performing to standards)

2= Improvement Needed (Some criteria met)

3=Criteria Met (Student meets all criteria)

4=Above Standards (Student meets all skills/criteria on every patient daily)

Average points:		Average grade:
4.0	=	95
3.5-3.9	=	90-94
3.0-3.4	=	85-89
2.5-2.9	=	80-84
2.0-2.4	=	75-79

Students whose evaluations are below 75% will be given a conference with the clinical coordinator to be given written notification of a plan for improvement and sign the structured plan. If the student does not show improvement, the probationary status will be implemented.

DMSO 2362 Weighted Average:

Final Proficiency Comp: 30%

Clinical Evaluations: 25%

Weekly Lab Assignments: 15%

Clinical Discussion: 15%

Weekly exam Log: 15%

100%

Class Attendance:

The last day to withdraw from the course with a “W” is November 12, 2026.

Diagnostic Medical Sonography students will follow the absence and tardy policies of Paris Junior College as discussed in the school catalog, with the following modifications because of the nature of diagnostic sonography:

1. During inclement weather on clinical days, the student must make his/her own decision regarding safety for travel to school. A student who decides not to attend clinical because of inclement weather will receive an absence unless official notification by the college has been made that classes are closed.
2. Any student arriving at the clinical area later than 60 minutes will be given an absence. Students arriving 60 minutes or less at the clinical area will receive a tardy. A tardy or absence such as arriving late or leaving early may occur at any point during the day. Students may miss up to 60 minutes of clinical and receive a tardy (i.e. the student who arrives 15 minutes late to clinical and leaves 45 minutes early from post-conference would miss 60 minutes or less and receive a tardy).
3. Three (3) tardies = one (1) absence.
4. Permission to enter the clinical will be left to the discretion of the clinical instructor.
 - A. Students must demonstrate accountability. If a student reports to clinical with an illness which may pose a threat to others, he/she will be dismissed from the clinical area and will receive a clinical absence.
5. Students who are absent will be required to make up the clinical hours on finals week. Should the student miss the make-up hours it will be considered an absence.
6. Students missing any time after three (3) absences per course per semester must, upon return to school, make a request to the Program Coordinator or the Dean of Health Occupations, to discuss absences. The student must provide supporting evidence to validate the necessity of absence.

Daily class attendance is critical for the successful completion of this course. All practicum work experience will be made up at the convenience of the facility and the instructor.

Withdrawal requests must be initiated by the student. Failure to complete all practicum objectives will result in a grade of "F" in the course.

Procedure for Reporting an Absence or Tardy

When a student must be late or absent from the clinical site, that individual must notify the clinical instructor by telephone. If the assignment is in a hospital or clinic, the agency must be notified as soon as possible, always before the schedule shift begins.

When calling, the student should attempt to contact the person in charge/ clinical instructor, but if this person is unavailable, speak to the next person in line of authority. The student must obtain the name and position of the person contacted about the absence, as well as the time. The student should then convey his/her message to the clinical coordinator via by telephone (call or text message) with the documented information (name, position, time).

Failure to comply with the requirements may result in automatic probation. Abuse of these rules may result in a termination from the program.

Class Conduct:

Please put away all cell phones, pagers, iPods, headphones, recording devices, smart watches, cameras, etc. before entering the classroom/laboratory/clinical site. Students may access their devices during break times or in case of an emergency. No obscene/vulgar language will be permitted in the classroom/laboratory/clinical site. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

Students will be notified in person or by GroupMe and changes will be made via Blackboard if the syllabus is to change.

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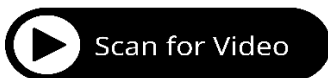
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
08/25/26- 12/11/26	Clinicals	Tuesday, Thursday, or Friday -total 16 hour weekly assignments
Due by 10/16/26	Midterm Clinical Eval	- Student performance evaluations by clinical instructor - Student's evaluation of clinical experience
Due by 12/3/26	Final Clinical Eval	- Final student performance evaluations by clinical instructor - Final student's evaluation of clinical experience
Scanning Final	Abdomen Complete	-Follow protocol -Document sonographic findings

DRAM 1120/2121.10A0
Theater Practicum I
Fall 2026

Instructor: William Walker	Meeting Location: MB 103
Office: ADMIN 158	Meeting Days: MW
Phone: 903-782-0488	Meeting Times: 3:45-5:00
Office Hours: Office Hours Posted Below	Email: wwalker@parisjc.edu

Course Description:

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

Credits: SCH = 1

TSI Requirement: 350 M, 351 R, 340 W.

Prerequisite(s): None

Required Textbook(s) and Materials:

This course uses *OPEN SOURCE* materials inside Blackboard and *HANDS ON* learning in the Ray E. Karrer Theatre

Materials: Acceptable shop attire that is functional and safe, including:

- o Close-toed shoes
- o Binding for long hair
- o "Paint" Clothing
- o Fitted, rugged clothing

Additional Optional Items/Materials: You may wish to have these items to protect your skin from paint and heat, and to protect your ears. Faculty do not recommend sharing ear protection.

- Non-latex gloves for paint projects
- Leather work gloves, rigging, or other heat/electrical protective gloves for lighting projects, fly rail operation, etc.
- Ear protection

Course Goals and Objectives:

This course involves time spent working in the PJC scene shop, paint shop, lighting/sound shop, costume shop, and/or production office. Students will be given projects to complete while acquiring skills, knowledge, and an appreciation for technical theatre and production. Students will improve collaboration and organizational skills while developing a sense of quality, consistency, and responsibility. Students will also participate in PJC Department of Drama productions as an actor, technician, or in a responsibility assigned by the instructor of record.

"Never let the fear of striking out stop you from playing the game." —Babe Ruth

Required Core Objectives

Associate of Arts (AA) - Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Course Objectives

Student Learning Outcomes (Program Level)

1. Show proficiency with the basic usage of hardware and equipment associated to various technical theatre areas in a safe manner while being able to correctly identify and utilize technical theatre terminology.

Student Learning Outcomes (Course-Level):

Upon successful completion of this course, students will:

1. Use collaboration in the creation of theatrical productions.
2. Demonstrate the practical application of appropriately leveled theatrical skills and procedures
3. Apply critical thinking skills required for the creation of a theatrical production

Course Requirements and Evaluation:

Quarterly assessments will be completed by the instructor to ascertain students' development in the course learning outcomes based on performance in scheduled classes and lab hours. Assessments will be completed by the instructor at the completion of each production to ascertain students' application of skills and knowledge gained in the course. Students will also be graded based on successful completion of "work calls" and "strikes" for all semester productions. Students will complete a *minimum* of 10 lab hours outside of class time working on a technical aspect of all semester productions. Students who fail to complete 10 lab hours cannot pass the class.

Timeliness of Assignments:

All work will be completed and uploaded on time. Late work will be accepted at the instructor's discretion. Excuses for late work will only be accepted with verifiable documented proof from a reputable source. (Example: In an emergency room for multiple days) Problems with Internet service providers, computers, or not backing up one's work will not be considered acceptable. Become familiar with alternatives such as the public library, Internet cafés, or friends.

Quarterly Assessments	40%
10 Lab Hours (minimum)	10%
Production Assessments	20%
Work Calls	15%
Final/Semester Strike	15%

Grading Procedures

1. Quarterly Assessments (40% of Course Grade):

- Students will complete quarterly assessments designed to evaluate their understanding and application of the skills, techniques, terminology, and procedures covered throughout the course.
- Assessments may include written questions, practical demonstrations, identification exercises, and/or hands-on applications of course material.
- Students are expected to demonstrate both knowledge of theatrical practices and the ability to apply that knowledge in a practical setting.

2. 10 Lab Hours – Minimum (10% of Course Grade):

- Each student is required to complete a minimum of **10 hours of approved laboratory work** during the semester.
- Lab hours provide students with practical, hands-on experience applying the concepts and skills learned in class.
- Lab work may include activities such as scenery construction, scenic painting, properties, lighting, sound, costumes, makeup, backstage work, or other approved technical theatre assignments.
- Students are responsible for recording their completed lab hours according to the procedures established by the instructor.
- Students who do not complete the required minimum of 10 lab hours may not receive full credit for this portion of the course.

3. Production Assessments (20% of Course Grade):

- Students will be assessed on their participation in assigned production-related activities throughout the semester.
- Production assessments will evaluate the student's ability to apply classroom knowledge and technical skills in an actual theatrical production environment.
- Assessments may include preparation, execution of assigned responsibilities, technical skills, problem-solving, teamwork, safety practices, and overall contribution to the production.
- Students are expected to arrive prepared and on time and to complete assigned production responsibilities as directed.

4. Work Calls (15% of Course Grade):

- Students will participate in scheduled work calls as assigned by the instructor or production staff.
- Work calls may include scenery construction and painting, properties, costumes, lighting, sound, stage preparation, organization, maintenance, load-in, strike, or other production-related activities.
- Students are expected to arrive on time, remain for the scheduled work period, follow instructions, work safely, and contribute positively to the production process.
- Attendance and participation during work calls will be considered when determining the student's grade.

5. Final/Semester Strike (15% of Course Grade):

- Students are required to participate in the **final production strike at the conclusion of the semester**.
- The semester strike may include the removal, organization, storage, cleaning, and proper disposal of scenery, props, costumes, lighting equipment, sound equipment, and other production materials.
- Students are expected to work cooperatively, follow all safety procedures, and remain actively engaged until their assigned responsibilities have been completed.
- The Final/Semester Strike is a required component of the course and provides students with practical experience in the final stage of the theatrical production process.

6. Extra Credit:

Extra Credit is at the discretion of the instructor, who shall accept or deny such requests.

7. Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by **11:59 p.m.** on the day prior to the Official Reporting Day (ORD) [**September 8**]. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

1) Class Attendance:

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2) **Classroom Conduct:**

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5) **Complaint Procedures:**

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6) **ADA Statement**

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

- Your symptoms are getting better overall, and
- You have not had a fever (and are not using fever-reducing medication).

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8) **Syllabus Subject to Change**

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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“Never let the fear of striking out stop you from playing the game.” —Babe Ruth

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Additional Information

1) **Student Email Policy**

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4) **Basic Computer Requirements**: As a rule, a computer manufactured within the last five years is adequate. In addition to the basic system requirements, some courses may also require flash drive, web cam, common application software such as (Word, PowerPoint, Excel), and specialized software.

Important Production Dates and Requirements

Fall 2026

This class meets on M/W throughout the semester, with Lab Hours as scheduled, unless otherwise noted on the schedule. The dates below are final deadlines for major course projects and departmental productions. Daily participation is expected throughout the semester.

***Note:** This schedule is meant as a guide, and the actual dates and order of events are in no way fixed. The instructor reserves the right to change the dates and/or the order of events upon their choosing or as needed.*

Fall Semester Work Days:

Just Rob, in the Hood November 6 9:00-5:00 Required

*Additional workdays may be added at the instructor's discretion and are TBD

* Crew watch dates may be added at the instructor's discretion and are TBD

Fall Semester Tech Weeks:

Just Rob, in the Hood Nov. 8-15 Includes all rehearsals/performances

Fall Semester Production Strikes:

Just Rob, in the Hood Nov. 16 The Monday immediately following performance

*It is the student's responsibility to read and understand all policies and procedures defined in this syllabus. The instructor reserves the right to make changes to the syllabus if necessary. Students will be informed of these changes ahead of time, and changes should not greatly affect the material covered or grading procedures. *

Course Schedule/Weekly Lesson Plan

START HERE – Roadmap of the Course (August 24-October 11)

- Instructor Information
- Syllabus
- First Assignment Syllabus Quiz - ***Due by August 30 at 11:59 PM***

Attend on regular class meeting days and attend on assigned lab days. Attend all scheduled work calls and strikes.

Important Dates:

August 24, 2026: First Day of Class

August 31, 2026: Official Reporting Day

October 1, 2026: Last day to drop with a "W."

October 11, 2026: All Assignments close at 11:59 PM

October 12-14, 2026: Final Exam

October 16, 2026: Grades are due.

DRAM 1330.10A0

Stagecraft I

Fall 2026

Instructor: William Walker	Meeting Location: MB 103
Office: Music Building 106	Meeting Days: TR
Phone: 903-782-0488	Meeting Times: 2:15 -4:45
Office Hours: Office Hours Upon Request	Email: wwalker@parisjc.edu

Course Description:

Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

Credits: 3.2.4

TSI Requirement: 350 M, 351 R, 340 W.

Prerequisite(s): None

Required Textbook(s) and Materials:

This course uses *OPEN-SOURCE* materials.

Course Goals and Objectives:

- Courses in this category focus on developing skills used by theatre technicians and craftspeople in areas of scenery, costume, lighting and sound, while understanding the process of creating a theatrical production as it goes from page to stage through the use of theatrical tools and materials responsibly and in accordance with industry safety guidelines.

Required Core Objectives

Associate of Arts (AA) - Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.

3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Outcomes (Program Level)

1. Show proficiency with the basic usage of hardware and equipment associated to various technical theatre areas in a safe manner while being able to correctly identify and utilize technical theatre terminology.
2. Demonstrate proficiency in character development through physical and vocal techniques and character analysis.
3. Identify the major stages of development in various dramatic forms in Western and Eastern cultures.

Outcomes (Course Level):

Upon successful completion of this course, student will be able to:

1. Apply a vocabulary and knowledge of the environment, tools, and skills required to mount a theatrical production.
2. Demonstrate knowledge of the variety of work required to mount a theatrical production.
3. Describe the collaborative nature of production within theatre arts.

Course Requirements and Evaluation:

Requirements:

This course will require students to work with both hand tools and electrical tools, write technical based papers; complete a midterm exam, complete practical projects, complete lab hours, and a final practical exam.

Timeliness of Assignments:

All work will be completed and uploaded on time. Late work will be accepted at the instructor's discretion. Excuses for late work will only be accepted with verifiable documented proof from a reputable source. (Example: In an emergency room for multiple days) Problems with Internet service providers, computers, or not backing up ones work will not be considered acceptable. Become familiar with alternatives such as the public library, Internet cafés, or friends.

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Grade Evaluation

<i>Lab Hours</i>	25%
<i>Final Exam</i>	25%
<i>Technical Builds</i>	25%
<i>Practical Project Quizzes</i>	25%

Grading Procedures

Lab Hours (25% of Course Grade):

Each student must complete 10 lab hours outside of class. **These hours, along with all other assignments, must be completed in order to pass the course.**

Final Exam (25% of Course Grade):

The final exam will be a comprehensive exam covering all practical exercises covered in the course. This exam will be taken in person as it is based on practical applications of technical theatre.

Technical Builds (25% of Course Grade):

Students will participate in construction of scenic elements for department productions.

Practical Project Quizzes (25% of Course Grade):

Students will participate in individual and group practical project quizzes. Each quiz will be based on an element learned during the course. These quizzes will test students' retention of skills and basic knowledge. Each project will be a practical, a cube, flat, platform, etc., that can be used in any theatrical production.

Extra Credit:

Extra Credit is at the discretion of the instructor, who shall accept or deny such requests.

Course Policies

See Class Conduct Below.

Required Activity:

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Course Policies

Class Attendance:

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Class Conduct:

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Course Schedule/Weekly Lesson Plan

START HERE – Roadmap of the Course (August 24-October 11)

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MODULE 1 – Introduction to Shop Life (August 24-October 11)

Hand Tools 101

Tool Quiz

Electric Tools 101

Electric Tools Practical Quiz

MODULE 2 – Theatrical Production Lights & Sound (August 24-October 11)

Lighting Project

Lighting Project Practical Quiz

Sound Project

Sound Project Practical Quiz

MODULE 3 – Theatrical Production Set Design (August 24-October 11)

Scenic Design Collage

Scenic Design Collage Project

Scenic Design Project – Play choice

Scenic Design for Project

WRITING MODULE – What’s Behind the Curtain? (August 24-October 11)

Play Technical Report #1

Play Technical Report #2

Lab Hours are due by December 10, 2026 by 5:00 PM.

Final Exam – (December 7-10)

Important Dates:

August 24, 2026: First Day of Class

September 09, 2026: Official Reporting Day

October 16, 2026: Mid-term Grades Due

November 12, 2024: Last day to drop with a "W"

December 06, 2026 at 11:59 PM: All Assignments will close except for the final exam

December 6-9, 2026: Final Exams

December 11, 2026: Grades are due

DRAM 1351 10A0
Acting I
Fall 2026

Instructor: William Walker	Meeting Location: MB 103
Office: MB 106	Meeting Days: MW
Phone: 903-782-0488	Meeting Times: 1:00-3:30
Office Hours: Office Hours Posted Below	Email: wwalker@parisjc.edu

Course Description:

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body, and imagination.

Credits: SCH = 3

Prerequisite(s): None

Required Textbook(s) and Materials:

Textbook(s): This course uses *OPEN SOURCE* materials inside Blackboard and handouts distributed in class

Materials:

- *Movement clothing such as sweats, work-out, or yoga-type clothing (No pajamas)
- *Hair ties or methods to keep hair out of face
- * Recommended: A yoga mat, towel, and/or bottle of water for movement-focused days

Course Goals and Objectives:

Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.

Required Core Objectives

Associate of Arts (AA) - Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.

"Alone we can do so little, together we can do so much." —Helen Keller

2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Outcomes (Program Level)

1. Demonstrate proficiency in character development through physical and vocal techniques and character analysis.

Outcomes (Course-Level):

Upon successful completion of this course, students will:

1. Analyze scripts from the viewpoint of the actor.
2. Analyze, develop, and perform a character.
3. Demonstrate effective and safe use of the voice and body.
4. Define and discuss terms and concepts using the vocabulary of theater.
5. Perform at an appropriately skilled level in ensemble building exercises, scenes and final projects, which may include participation in plays.

Course Requirements and Evaluation:

Requirements:

This course will require students to work with both hand tools and electrical tools, write technical based papers; complete a midterm exam, complete practical projects, complete lab hours, and a final practical exam.

Timeliness of Assignments:

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Grade Evaluation

Performance Exam 1	10%
Performance Exam 2	10%
Performance Exam 3	10%
Performance Exam 4	10%
Self & Peer Reviews (4 total at 5% each)	20%
Daily Participation	15%
Journal Entries	25%

Grading Procedures

- 1. Performance Exam 1 (10% of Course Grade):**
 - Students will prepare and perform an assigned acting scene demonstrating the foundational performance skills introduced in the course.
 - This first performance exam will establish a baseline for each student's work and will focus on preparation, memorization, character development, basic acting technique, and commitment to the scene.
 - Students are expected to apply the techniques and terminology discussed in class and demonstrate a willingness to take direction and make performance choices.
- 2. Performance Exam 2 (10% of Course Grade):**
 - Students will prepare and perform a new acting scene that builds upon the skills demonstrated in Performance Exam 1.
 - Students are expected to demonstrate continued growth in character development, memorization, physical and vocal choices, listening, interaction with scene partners, and overall commitment to the circumstances of the scene.
 - The goal of this exam is not simply to complete another performance, but to demonstrate advancement in the student's acting abilities.
- 3. Performance Exam 3 (10% of Course Grade):**
 - Students will prepare and perform an acting scene that requires them to further develop and apply the skills introduced throughout the course.
 - Performances should demonstrate increased confidence, stronger character choices, greater vocal and physical control, improved scene work, and a deeper understanding of the character and circumstances.
 - Students should demonstrate that they have incorporated feedback from previous performances and are actively applying that feedback to their continued development as actors.

4. Performance Exam 4 (10% of Course Grade):

- Students will prepare and perform a final acting scene demonstrating the cumulative skills developed throughout the course.
- This performance should represent the student's strongest and most developed work of the semester and should demonstrate significant advancement from Performance Exam 1.
- Students will be evaluated on character development, memorization, vocal and physical technique, listening and reacting, emotional commitment, scene relationships, preparation, and overall performance quality.
- Students are expected to demonstrate their ability to independently apply the acting techniques and principles studied throughout the course.

Performance Exam Progression:

- Each Performance Exam is intended to **build upon the previous exam**. Students should demonstrate measurable growth throughout the semester rather than simply completing four separate performances.
- Advancement may be demonstrated through stronger character choices, improved memorization, greater vocal and physical control, more effective use of space, deeper scene analysis, stronger relationships with scene partners, increased confidence, and the successful application of instructor feedback.
- Students who do not demonstrate growth or who repeat the same performance problems from previous exams may have their grade affected.

5. Self & Peer Reviews – 4 Total (5% Each / 20% of Course Grade):

- Students will complete a Self & Peer Review following each Performance Exam.
- Students will evaluate their own performance as well as the performance of assigned classmates using criteria provided by the instructor.
- Reviews should be specific, constructive, and connected to the acting concepts and terminology studied in class.
- Students should identify strengths, areas for improvement, and specific goals for their next performance.
- The purpose of these reviews is to help students develop the ability to critically evaluate acting performances and recognize their own continued growth as performers.

6. Daily Participation (15% of Course Grade):

- Daily participation is an important part of this performance-based course.
- Students are expected to arrive prepared, participate in class exercises and activities, contribute to discussions, work productively with scene partners and classmates, and demonstrate a professional attitude toward the work.
- Participation includes active engagement in rehearsals, acting exercises, improvisations, observations, and other activities assigned by the instructor.
- Simply being present does not constitute participation. Students are expected to be actively involved in the learning process.

7. Journal Entries (25% of Course Grade):

- Students will maintain an acting journal throughout the course to document their development as performers.
- Journal entries may include reflections on class activities, acting exercises, rehearsals, assigned scenes, instructor feedback, performance experiences, character development,

and personal goals.

- Students should use the journal to reflect honestly on their progress, identify challenges, and consider how they can improve as actors.
- Entries should demonstrate thoughtful engagement with the course material rather than simply describing what happened in class.
- The journal will provide a record of the student's growth and development throughout the semester and may be used to help prepare for future Performance Exams.

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

8) Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

***PJC Cares about our students!
Please help us help you by
completing our basic need
assessment by scanning the QR code:***



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Additional Information

1) **Student Email Policy**

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student’s PJC email account.

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is not responsible for missed communications due to a student's failure to check their official email account.

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- 4) **Basic Computer Requirements:** As a rule, a computer manufactured within the last five years is adequate. In addition to the basic system requirements, some courses may also require flash drive, web cam, common application software such as (Word, PowerPoint, Excel), and specialized software.

Course Schedule/Weekly Lesson Plan

This class meets every Monday and Wednesday throughout the semester unless otherwise noted on the schedule. The dates below are final deadlines for major course assignments. Daily participation is expected throughout the semester.

Important Days:

PJC Tech /Performance Weeks:

Just Rob, in the Hood

November 8-15, 2024

Assignments and Exams:

Performance Exam 1

Self & Peer Review of Performance 1

Performance Exam 2

Self & Peer Review of Performance 2

Performance Exam 3

Self & Peer Review of Performance 3

Performance Exam 4 (Final Exam)

Self & Peer Review of Final Performance

Daily Participation

Points Recorded Each Class Day

Recommended Readings for Actors:

- Adler, Stella, et al. *The Art of Acting*. Applause, 2000.
- Boal, Augusto, and Charles A. McBride. *Theatre of the Oppressed*. Theatre Communications Group, 2013.
- Bruder, Melissa, et al. *A Practical Handbook for the Actor*. New York, Vintage Books, 1986.
- Hagen, Uta, et al. *Respect for Acting*. Hoboken, John Wiley & Sons, Inc., 2009.
- Kaufman, Moises, et al. *Moment Work: Tectonic Theater Project's Process of Devising Theater*. Vintage Books, 2018.
- Luckett, Sharrell D., and Tia M. Shaffer. *Black Acting Methods: Critical Approaches*. Routledge, 2017.
- Meisner, Sanford, et al. *Sanford Meisner On Acting*. New York, Vintage Books, 1990.
- Shurtleff, Michael. *Audition: Everything an Actor Needs to Know to Get the Part*. W. Ross MacDonald School Resource Services Library, 2015.
- Smith, Anna Deavere. *Letters to a Young Artist: Straight-up Advice on Making a Life in the Arts-For Actors, Performers, Writers, and Artists of Every Kind*. Anchor Books, 2006.
- Spolin, Viola. *Theater Games for the Classroom: A Teacher's Handbook*. Northwestern Univ. Press, 2000.
- Stanislavsky, Konstantin, and Elizabeth Reynolds Hapgood. *An Actor Prepares*. Bloomsbury, 2014.
- Swados, Elizabeth. *At Play: Teaching Teenagers Theater*. Faber and Faber, 2006.

Important Dates:

- August 24, 2026: First Day of Class
- September 9, 2026: Official Reporting Day
- October 16, 2026: Mid-term Grades Due
- November 12, 2026: Last day to drop with a "W"
- December 6, 2026 at 11:59 PM: All Assignments will close except for the final exam
- December 7-10, 2026: Final Exams
- December 11, 2026: Grades are due

DRAM 2366.10L0
Film Appreciation
Fall A 2026

Instructor: William Walker	Meeting Location: MB 103
Office: Music Building 106	Meeting Days: TR
Phone: 903-782-0488	Meeting Times: 11:00-12:15
Office Hours: Office Hours Upon Request	Email: wwalker@parisjc.edu

Course Description:

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society.

Credits: 3.2.2

TSI Requirement: 350 M, 351 R, 340 W.

Prerequisite(s): Basic computer skills

Required Textbook(s) and Materials:

- **Textbook:** *Moving Pictures: An Introduction to Cinema* by Russell Sharman (Included in Course.)
- Access to assigned films (provided in class or via streaming platforms outside of class.)
- Notebook or digital device for in-class journal reflections

Course Goals and Objectives:

- Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.

Required Core Objectives

Associate of Arts (AA) - Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.

2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Outcomes (Program Level)

Upon successful completion of this course, the student will be able to:

1. Identify the major stages of development in various dramatic forms in Western and Eastern cultures.

Outcomes (Course Level):

Upon successful completion of this course, student will be able to:

1. Analyze film through written response.
2. Demonstrate a basic knowledge of film history, form, and genre.
3. Describe the collaborative nature of cinema and the many jobs required to develop a motion picture.
4. Discuss/Describe the relationship of cinema to society as it relates to his/her perspective.

Course Requirements and Evaluation

Requirements:

Students are expected to actively engage with the films and activities that form the foundation of this course. Requirements include watching assigned films in their entirety outside of class, participating in class discussions and activities, maintaining a Movie Journal with thoughtful responses and observations about each film that demonstrates an understanding of film terminology, storytelling, acting, directing, cinematography, editing, sound, design, themes, and historical or cultural context. Students should come to class prepared to discuss assigned films and contribute meaningfully to the learning environment.

Timeliness of Assignments:

All work will be completed and uploaded on time. Late work will be accepted at the instructor's discretion. Excuses for late work will only be accepted with verifiable documented proof from a reputable source. (Example: In an emergency room for multiple days) Problems with Internet

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Grade Evaluation

<u>Component</u>	<u>% of Final Grade</u>
Class Participation & Discussion	15%
Journal Entries	20%
Short Film Analysis Papers (2)	15%
Midterm Exam	20%
Final Project / Presentation	30%

Grading Procedures

1. **Class Participation & Discussion** – 15%

Active engagement is essential to understanding film as an art form. Students are expected to contribute thoughtfully to group discussions, respond to classmates' ideas, and participate in all in-class activities. This includes sharing perspectives during clip analysis, responding to prompts, and offering respectful feedback during peer presentations.

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At the end of most class sessions, you will complete a short, written reflection or creative response related to the day's film, topic, or activity. Journals encourage personal connection to the material, deeper observation, and the practice of articulating your thoughts about film. Selected entries will be shared in small groups to foster dialogue.

3. **Short Film Analysis Papers (2)** – 15%

Two short papers (2–3 pages each) will require you to analyze a scene or sequence from one of the films studied in class. These papers focus on identifying cinematic techniques (mise-en-scène, cinematography, editing, sound, performance) and explaining how they contribute to meaning, mood, or theme.

4. **Midterm Exam (Film Terms & Concepts) – 20%**

The midterm will assess your understanding of concepts from lectures, and analytical approaches introduced in class.

5. **Final Project / Presentation – 30%**

Assignment Overview:

In the final week of the course, students will deliver a **5–7-minute presentation** analyzing a film of their choice, with instructor approval. The presentation should demonstrate the student's ability to apply the concepts, terminology, and analytical skills developed throughout the course. Projects will be completed **in pairs or if need be, trios** and must include visual examples such as film stills, short clips, or other relevant visual material.

Evaluation Criteria

Final Project / Presentation Rubric — 30%

Group/Student Name(s): _____

Film/Topic: _____

Date: _____ **Score:** _____ / 100

Evaluation Criteria	Excellent	Good	Satisfactory	Needs Improvement	Points
Film Analysis	Provides insightful analysis that goes well beyond plot summary and examines the film's artistic, technical, and/or thematic elements.	Provides clear analysis with some depth beyond plot summary.	Provides basic analysis but relies somewhat on plot summary.	Provides little analysis and primarily summarizes the plot.	/30

Evaluation Criteria	Excellent	Good	Satisfactory	Needs Improvement	Points
Application of Film Concepts	Effectively and accurately applies multiple film concepts and terminology from the course.	Applies several appropriate film concepts with minor errors or omissions.	Applies some film concepts but with limited depth or accuracy.	Uses few or no appropriate film concepts or terminology.	/25
Film Significance	Clearly and thoughtfully explains the film's historical, cultural, artistic, or cinematic significance.	Clearly explains the film's significance with supporting examples.	Identifies significance but provides limited explanation or support.	Provides little or no explanation of the film's significance.	/20
Visual Examples	Uses highly relevant stills/clips that strongly support and enhance the analysis.	Uses appropriate visual examples that support the presentation.	Includes visual examples but their connection to the analysis is limited.	Uses few, inappropriate, or ineffective visual examples.	/10
Organization & Presentation	Exceptionally organized, engaging, clear, and within the 5–7 minute requirement.	Well organized and clearly presented; generally within the time requirement.	Some organizational or presentation issues; may be slightly outside the time requirement.	Disorganized, difficult to follow, or significantly outside the time requirement.	/10

Evaluation Criteria	Excellent	Good	Satisfactory	Needs Improvement	Points
Preparation & Professionalism	Demonstrates excellent preparation, confidence, professionalism, and thorough knowledge of the film.	Demonstrates good preparation and knowledge of the film.	Demonstrates adequate preparation but relies on notes or shows limited familiarity.	Appears poorly prepared or unfamiliar with the material.	/5
TOTAL					/100

Presentation Expectations: Students should focus on analysis rather than plot summary and use specific examples from the film to support their observations. All visual material should contribute directly to the presentation. Students presenting in pairs should demonstrate meaningful participation by both presenters.

6. **Extra Credit:**

- a. Extra Credit is at the discretion of the instructor, who shall accept or deny such requests.

1) **Required Activity:**

- All students must complete the First Assignment located in the "Course Content" section of Blackboard by **11:59 p.m.** on the day prior to the Official Reporting Day (ORD) [**August 30**]. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

1) **Class Attendance:**

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* The

student must initiate withdrawals. The last day for a student to withdraw from a course with a grade of “W” is **October 1, 2026**.

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In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

4) **Drama AI Policy**

Artificial Intelligence (AI) Use: Is permitted in this course when used thoughtfully and appropriately to support learning, creativity, and the exploration of theater, acting, directing, and design. Students may use AI to brainstorm ideas, explore character development, investigate theatrical styles, develop design concepts, or examine approaches to staging and directing; however, AI should supplement—not replace—the student’s own artistic judgment, creative process, and critical thinking. Any AI-generated material that informs a student’s work must be appropriately acknowledged and cited, including in-text citations when material is directly quoted, and any AI tool used must be included in the reference list. Students are responsible for verifying the accuracy of AI-generated information, as AI tools can produce inaccurate, misleading, or fabricated information and citations. Throughout the course, we may also use generative AI to examine how emerging technologies can influence theatrical creation, performance, directing, design, and production. Students will receive specific guidance regarding when and how AI may be used for assignments and how its use should be attributed. Using AI to generate or substantially develop work without appropriate attribution or presenting AI-generated work as one’s own original artistic or academic work, constitutes academic dishonesty.

5) Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

6) ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook or click or go to this link <http://www.parisjc.edu/index.php/pjc2/main/disabilities>

7) Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

- Your symptoms are getting better overall, and
- You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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Course Schedule/Weekly Lesson Plan

START HERE – Roadmap of the Course (August 24-October 11)

- Instructor Information
- Syllabus
- First Assignment Syllabus Quiz - *Due by August 30 at 11:59 PM*

Week 1 – The Power of World-Building & Fantasy

- **Session 1:** *Labyrinth* – practical effects, puppetry, surreal design; activity: freeze-frame world-building analysis
- **Session 2:** *The Dark Crystal* – non-human performance, visual storytelling; activity: silent visual storyboards

Week 2 – Animation & Cultural Perspectives

- **Session 3:** *Spirited Away* – symbolism & cultural context in animation; activity: symbol hunt
- **Session 4:** *The Black Cauldron* – tone through color and lighting; activity: palette comparison

Week 3 – Technological Breakthroughs

- **Session 5:** *The Wizard of Oz* – transition from B/W to Technicolor; activity: imagining scenes in different formats
- **Session 6:** *The Time Machine* – editing time; activity: time-lapse clue identification

Week 4 – Visual Storytelling & Cinematic Tone

- **Session 7:** *Dark City* – architecture & mood; activity: city transformation sketches
- **Session 8:** *The Others* – sound and silence in suspense; activity: create silent horror scenes

Week 5 – Surrealism & Editing Innovation

- **Session 9:** *Alice* (Švankmajer) – surreal editing & dream logic; activity: scene reordering exercise

- **Session 10:** *Monty Python and the Holy Grail* – absurdism & breaking narrative rules; activity: rewrite serious scene absurdly

Week 6 – Sound & Music as Narrative Tools

- **Session 11:** *Jaws* – motif and musical suspense; activity: watch with/without sound
- **Session 12:** *Spirited Away* (music focus) – score integration; activity: scene silence analysis

Week 7 – Performance & Stage-to-Screen

- **Session 13:** *Gypsy* – theatrical vs. cinematic acting; activity: stage-to-film comparison
- **Session 14:** *The Wizard of Oz* (performance focus) – intimacy of camera; activity: act out scene in stage & film styles

Week 8 – Integration & Legacy

- **Session 15:** Cross-film connections & influence mapping; activity: create a visual “film influence family tree”
- **Session 16:** Final Reflection – how to watch films actively; final journal share and discussion

Final Exam – (October 12-15, 2025)

Important Dates:

August 24, 2026: First Day of Class

August 31, 2026: Official Reporting Day

October 1, 2026: Last day to drop with a "W."

October 11, 2026: All Assignments close at 11:59 PM

October 12-14, 2026: Final Exam

October 16, 2026: Grades are due.

DRAM 2366.40L0
Film Appreciation
Fall A 2026

Instructor: William Walker	Meeting Location: GRNV/GRNV 1/127
Office: Music Building 106	Meeting Days: TR
Phone: 903-782-0488	Meeting Times: 11:00-12:15
Office Hours: Office Hours Upon Request	Email: wwalker@parisjc.edu

Course Description:

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society.

Credits: 3.2.2

TSI Requirement: 350 M, 351 R, 340 W.

Prerequisite(s): Basic computer skills

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- **Textbook:** *Moving Pictures: An Introduction to Cinema* by Russell Sharman (Included in Course.)
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Required Core Objectives

Associate of Arts (AA) - Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

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Outcomes (Program Level)

Upon successful completion of this course, the student will be able to:

1. Identify the major stages of development in various dramatic forms in Western and Eastern cultures.

Outcomes (Course Level):

Upon successful completion of this course, student will be able to:

1. Analyze film through written response.
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Course Requirements and Evaluation

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Grade Evaluation

<u>Component</u>	<u>% of Final Grade</u>
Class Participation & Discussion	15%
Journal Entries	20%
Short Film Analysis Papers (2)	15%
Midterm Exam	20%
Final Project / Presentation	30%

Grading Procedures

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Active engagement is essential to understanding film as an art form. Students are expected to contribute thoughtfully to group discussions, respond to classmates' ideas, and participate in all in-class activities. This includes sharing perspectives during clip analysis, responding to prompts, and offering respectful feedback during peer presentations.

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The midterm will assess your understanding of concepts from lectures, and analytical approaches introduced in class.

5. **Final Project / Presentation – 30%**

Assignment Overview:

In the final week of the course, students will deliver a **5–7-minute presentation** analyzing a film of their choice, with instructor approval. The presentation should demonstrate the student's ability to apply the concepts, terminology, and analytical skills developed throughout the course. Projects will be completed **in pairs or if need be, trios** and must include visual examples such as film stills, short clips, or other relevant visual material.

Evaluation Criteria

Final Project / Presentation Rubric — 30%

Group/Student Name(s): _____

Film/Topic: _____

Date: _____ **Score:** _____ / 100

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TOTAL					/100

Presentation Expectations: Students should focus on analysis rather than plot summary and use specific examples from the film to support their observations. All visual material should contribute directly to the presentation. Students presenting in pairs should demonstrate meaningful participation by both presenters.

6. **Extra Credit:**

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1) **Required Activity:**

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7) Illness Policy:

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You can return to your normal activities when, for at least 24 hours, both are true:

- Your symptoms are getting better overall, and
- You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

8) Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

***PJC Cares about our students!
Please help us help you by
completing our basic need
assessment by scanning the QR code:***



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Course Schedule/Weekly Lesson Plan

START HERE – Roadmap of the Course (August 24-October 11)

- Instructor Information
- Syllabus
- First Assignment Syllabus Quiz - *Due by August 30 at 11:59 PM*

Week 1 – The Power of World-Building & Fantasy

- **Session 1:** *Labyrinth* – practical effects, puppetry, surreal design; activity: freeze-frame world-building analysis
- **Session 2:** *The Dark Crystal* – non-human performance, visual storytelling; activity: silent visual storyboards

Week 2 – Animation & Cultural Perspectives

- **Session 3:** *Spirited Away* – symbolism & cultural context in animation; activity: symbol hunt
- **Session 4:** *The Black Cauldron* – tone through color and lighting; activity: palette comparison

Week 3 – Technological Breakthroughs

- **Session 5:** *The Wizard of Oz* – transition from B/W to Technicolor; activity: imagining scenes in different formats
- **Session 6:** *The Time Machine* – editing time; activity: time-lapse clue identification

Week 4 – Visual Storytelling & Cinematic Tone

- **Session 7:** *Dark City* – architecture & mood; activity: city transformation sketches
- **Session 8:** *The Others* – sound and silence in suspense; activity: create silent horror scenes

Week 5 – Surrealism & Editing Innovation

- **Session 9:** *Alice* (Švankmajer) – surreal editing & dream logic; activity: scene reordering exercise

- **Session 10:** *Monty Python and the Holy Grail* – absurdism & breaking narrative rules; activity: rewrite serious scene absurdly

Week 6 – Sound & Music as Narrative Tools

- **Session 11:** *Jaws* – motif and musical suspense; activity: watch with/without sound
- **Session 12:** *Spirited Away* (music focus) – score integration; activity: scene silence analysis

Week 7 – Performance & Stage-to-Screen

- **Session 13:** *Gypsy* – theatrical vs. cinematic acting; activity: stage-to-film comparison
- **Session 14:** *The Wizard of Oz* (performance focus) – intimacy of camera; activity: act out scene in stage & film styles

Week 8 – Integration & Legacy

- **Session 15:** Cross-film connections & influence mapping; activity: create a visual “film influence family tree”
- **Session 16:** Final Reflection – how to watch films actively; final journal share and discussion

Final Exam – (October 12-15, 2025)

Important Dates:

August 24, 2026: First Day of Class

August 31, 2026: Official Reporting Day

October 1, 2026: Last day to drop with a "W."

October 11, 2026: All Assignments close at 11:59 PM

October 12-14, 2026: Final Exam

October 16, 2026: Grades are due.

DRAM 1310.10J0
Theater Appreciation
Fall B 2026

Instructor: William Walker	Meeting Location: MB 103
Office: Music Building 106	Meeting Days: TR
Phone: 903-782-0488	Meeting Times: 11:00-12:15
Office Hours: Office Hours Upon Request	Email: wwalker@parisjc.edu

Course Description:

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Three credit hours. Credits: 3.2.4

TSI Requirement: 350 M, 351 R, 340 W.

Required Textbook(s) and Materials:

Mitchel, Charlie. *Theatrical Worlds*. (Included in the class in PDF format.)

Miller, Arthur. *The Crucible*. (Included in the class in PDF format.)

Sophocles. *Oedipus Rex*. (Included in the class in PDF format.)

Course Goals and Objectives:

- Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.

Required Core Objectives

Associate of Arts (AA) - Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.

3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Outcomes (Program Level)

1. Show proficiency with the basic usage of hardware and equipment associated to various technical theatre areas in a safe manner while being able to correctly identify and utilize technical theatre terminology.
2. Demonstrate proficiency in character development through physical and vocal techniques and character analysis.
3. Identify the major stages of development in various dramatic forms in Western and Eastern cultures.

Outcomes (Course Level):

Upon successful completion of this course, student will be able to:

1. Analyze theater through written responses to play texts and/or live performance.
2. Demonstrate a basic knowledge of theater history and dramatic works.
3. Describe the collaborative nature of theater arts.
4. Demonstrate the relationship of the arts to everyday life as well as broader historical and social contexts.

Course Requirements and Evaluation

Requirements:

This course will require students to watch theatre, write objective reviews; complete quizzes and discussions based on readings, watch videos, write an essay and create a PowerPoint presentation based on that essay, write and submit a formal email with a file attached, and take a mid-term and final exam.

Timeliness of Assignments:

All work will be completed and uploaded on time. Late work will be accepted at the instructor's discretion. Excuses for late work will only be accepted with verifiable documented proof from a reputable source. (Example: In an emergency room for multiple days) Problems with Internet service providers, computers, or not backing up one's work will not be considered acceptable. Become familiar with alternatives such as the public library, Internet cafés, or friends.

IF YOU ARE LATE FOR AN ASSIGNMENT THERE IS NO MAKEUP UNLESS IT IS DUE TO VERIFIABLE ILLNESS OR PERSONAL/FAMILY EMERGENCY.

Grade Evaluation

Who Am I? Assignment	10%
Quizzes Average	15%
Final Exam	15%
Discussions & Responses	20%
Live Performance Review & Selfie	40%

Grading Procedures

1) **Who Am I? Assignment** (10% of Course Grade):

- This assignment consists of a short (approx. half page) biography of the student and a picture of the student either doing something they love or a favorite picture of themselves that is inserted at the end of the biography. These must be a singular document and not two individual documents to receive full credit.

2) **Quizzes** (15% of Course Grade):

- Students will complete short quizzes based on the readings of *Oedipus Rex* by Sophocles, and *The Crucible* by Arthur Miller, and Modules 1 – 4.

3) **Final Exam** (15% of Course Grade):

- The final exam will consist of a collection of comprehensive questions covering the entire course.

4) **Discussion Posts & Responses** (20% of Course Grade):

- Students will go to the Paris Junior College website and access the Blackboard platform.
- Upon finding and selecting this course the students will utilize the Navigation panel to the left to search and find their Module Assignments.
- Students will search the Module Assignments for the Discussion Assignments in each, open, and complete.

- All members of the course will participate in discussion threads in class throughout the semester.
- Each student will post an initial response to a discussion question given by the instructor online through Blackboard and then respond to one other class member's post.
- That is a total of 2 posts per discussion.
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5) Performance Review with Selfie (40% of Course Grade):

- All students are required to attend/watch one performance over the course of the semester and then fill in the associated Google form (link provided in assignment).
- The form consists of short and long answer questions as well as a place for you to upload your selfie.
- The grade for this assignment is in the details. Give as many specific details as possible for each question that asks for them.
- Google Form must be submitted by the stated due date, no computer problems, no emails, and no excuses.
- Copy/Paste the Submission Message you receive into the "Create Submission" box on the submission page for this assignment.

NOTE: *I strongly suggest that you attend a live performance...*

6) Extra Credit:

- Extra Credit is at the discretion of the instructor, who shall accept or deny such requests.

7) Required Activity:

- All students must complete the First Assignment located in the "Course Content" section of Blackboard by **11:59 p.m.** on the day prior to the Official Reporting Day (ORD) [**Oct. 25**]. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

1) Class Attendance:

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"Alone we can do so little, together we can do so much." —Helen Keller

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START HERE – Roadmap of the Course (October 19-December 10)

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- Syllabus
- First Assignment Syllabus Quiz - *Due by October 25 at 11:59 PM*

WHO AM I? – A Tell Me a Little Bit About Yourself Exercise (October 19-December 10)

- Welcome to the Module
- Who Am I? Assignment - *Due by December 6 at 11:59 PM*

MODULE 1A – From the Beginnings (October 19-December 10)

- Module Expectations
- PowerPoint
- PowerPoint Quiz - *Due by December 6 at 11:59 PM*

OEDIPUS REX MODULE – (October 19-December 10)

- Module Expectations
- Read *Oedipus the King*
- *Oedipus the King* Quiz - *Due by December 6 at 11:59 PM*
- Discussion *Oedipus the King* - *Due by December 6 at 11:59 PM*

MODULE 1B – Theatrical Influencers of the Renaissance (October 19-December 10)

- Module Expectations
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- PowerPoint Quiz - *Due by December 6 at 11:59 PM*

MODULE 2 – Theater: East & West (October 19-December 10)

- Module Expectations
- PowerPoint
- PowerPoint Quiz - *Due by December 6 at 11:59 PM*

MODULE 3 – The What and the Who (October 19-December 10)

- Module Expectations

- PowerPoint
- PowerPoint Quiz - *Due by December 6 at 11:59 PM*

THE CRUCIBLE MODULE – (October 19-December 10)

- Module Expectations
- Read *The Crucible*
- *The Crucible* Quiz - *Due by December 6 at 11:59 PM*
- Discussion *The Crucible* - *Due by December 6 at 11:59 PM*

MODULE 4 – Evolution of Musical Theater (October 19-December 10)

- Module Expectations
- PowerPoint
- PowerPoint Quiz - *Due by December 6 at 11:59 PM*

WRITING MODULE – Putting into Practice (October 19-December 10)

- Welcome to the Writing Module
- Live Performance Review and Selfie - *Due by December 6 at 11:59 PM*
- *Musical Movies List*

Final Exam – (Dec. 7-10, 2026)

Important Dates:

October 19, 2026: First Day of Class

October 26, 2026: Official Reporting Day

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December 06, 2026: All Assignments close at 11:59 PM

December 7-10, 2026: Final Exam

December 11, 2026: Grades are due.

DRAM 1310.20E0
Theater Appreciation
Fall A 2026

Instructor: William Walker	Meeting Location: INTERNET
Office: Music Building 106	Meeting Days: INTERNET
Phone: 903-782-0488	Meeting Times: INTERNET
Office Hours: Office Hours Upon Request	Email: wwalker@parisjc.edu

Course Description:

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Three credit hours. Credits: 3.2.4

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6) **ADA Statement**

It is the policy of Paris Junior College to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook or click or go to this link <http://www.parisjc.edu/index.php/pjc2/main/disabilities>

7) **Illness Policy:**

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

- Your symptoms are getting better overall, and
- You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

8) **Syllabus Subject to Change**

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

***PJC Cares about our students!
Please help us help you by
completing our basic need
assessment by scanning the QR code:***



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Additional Information

1) Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student’s PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student’s failure to check their official email account.

- 2) **Email Response Time:** If an email was sent Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday.
- 3) **Technical Difficulties:** Computer access is available at the following PJC locations. Technical issues are not an excuse to miss deadlines. Therefore, assignments should not be put off until near the deadline. Paris Campus (The Learning Center and AS150), Greenville Center Library, and Sulphur Springs Center Library.
- 4) **Basic Computer Requirements:** As a rule, a computer manufactured within the last five years is adequate. In addition to the basic system requirements, some courses may also require flash drive, web cam, common application software such as (Word, PowerPoint, Excel), and specialized software.

Course Schedule/Weekly Lesson Plan

START HERE – Roadmap of the Course (August 24-October 11)

- Instructor Information
- Syllabus
- First Assignment Syllabus Quiz - *Due by August 30 at 11:59 PM*

WHO AM I? – A Tell Me a Little Bit About Yourself Exercise (August 24-October 11)

- Welcome to the Module
- Who Am I? Assignment - *Due by October 11 at 11:59 PM*

MODULE 1A – From the Beginnings (August 24-October 11)

- Module Expectations
- PowerPoint
- PowerPoint Quiz - *Due by October 11 at 11:59 PM*

OEDIPUS REX MODULE – (August 24-October 11)

- Module Expectations
- Read *Oedipus the King*
- *Oedipus the King* Quiz - *Due by October 11 at 11:59 PM*
- Discussion *Oedipus the King* - *Due by October 11 at 11:59 PM*

MODULE 1B – Theatrical Influencers of the Renaissance (August 24-October 11)

- Module Expectations
- PowerPoint
- PowerPoint Quiz - *Due by October 11 at 11:59 PM*

MODULE 2 – Theater: East & West (August 24-October 11)

- Module Expectations
- PowerPoint
- PowerPoint Quiz - *Due by October 11 at 11:59 PM*

MODULE 3 – The What and the Who (August 24-October 11)

- Module Expectations
- PowerPoint
- PowerPoint Quiz - *Due by October 11 at 11:59 PM*

THE CRUCIBLE MODULE – (August 24-October 11)

- Module Expectations
- Read *The Crucible*
- *The Crucible* Quiz - *Due by October 11 at 11:59 PM*
- Discussion *The Crucible* - *Due by August 11 at 11:59 PM*

MODULE 4 – Evolution of Musical Theater (August 24-October 11)

- Module Expectations
- PowerPoint
- PowerPoint Quiz - *Due by October 11 at 11:59 PM*

WRITING MODULE – Putting into Practice (August 24-October 11)

- Welcome to the Writing Module
- Live Performance Review and Selfie - *Due by October 11 at 11:59 PM*
- *Musical Movies List*

Final Exam – (October 12-14, 2026)

Important Dates:

August 24, 2026: First Day of Class

August 31, 2026: Official Reporting Day

October 1, 2026: Last day to drop with a "W."

October 11, 2026: All Assignments close at 11:59 PM

October 12-14, 2026: Final Exam

October 16, 2026: Grades are due.



GEOL 1401.20E0
Earth Science for Non-Science Majors 1 (Lecture + Lab) – 100% Online Course
Fall Term A 2026

Instructor: Dr. Beverly Kopachena

Office: SS #112

Phone: 903-885-1232 (please use **EMAIL** or **Blackboard Messages** for all communication)

Email: bkopachena@parisjc.edu

Office Hours: Online; messages will be answered within 24 hours, 7 days a week

Meeting Location, Days, & Times: Online; check Blackboard daily

Course Description:

Survey of geology, meteorology, oceanography, and astronomy. Prerequisites: eight hours of biology or chemistry or consent of instructor. This laboratory-based course accompanies GEOL 1401, Earth Sciences I. Activities will cover methods used to collect and analyze data in geology, meteorology, oceanography, and astronomy. Pre/Co-requisite: GEOL 1401 Earth Science for Non-Science Majors I (lab) 4 SCH.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through **Dragon Now**, the campus-wide, affordable course materials program. Your PJC account will be charged automatically so you will not need to make a separate purchase. For this course, we will be using courseware integrated with McGraw-Hill's Connect (**McConnell, The Good Earth.**) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to **opt out** of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account.
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own. If you have any questions about Dragon Now or the charge to your student account, please contact the Virtual Campus Store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

To access your online Connect course materials, click on the **Connect Syllabus Quiz**.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Earth Science Program-Level):

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Course Learning Outcomes (Spring 2021):

Lecture: Upon successful completion of this course, students will:

1. Explain the current theories concerning the origin of the Universe and of the Solar System.
2. Explain the place of Earth in the Solar System and its relationships with other objects in the Solar System.
3. Relate the origin and evolution of Earth's internal structures to its resulting geologic systems, including Earth materials and plate tectonic activities.
4. Explain the operation of Earth's geologic systems and the interactions among the atmosphere, the geosphere, and the hydrosphere, including meteorology and oceanography.
5. Explain the history of the Earth including the evolution of earth systems and life forms.

Lab: Upon successful completion of this course, students will:

1. Classify rocks and minerals based on chemical composition, physical properties, and origin.
2. Apply knowledge of topographic maps, diagrams, and/or photographs to identify landforms and explain the processes that created them.
3. Differentiate the types of plate boundaries, explain the processes that occur at each and identify associated structural features on maps, block diagrams and cross sections.
4. Apply relative and numerical age-dating techniques to construct geologic histories.
5. Measure atmospheric processes that affect weather and climate.
6. Describe the composition and motion of ocean water and analyze the factors controlling both.
7. Compare properties and motions of objects in the solar system.
8. Demonstrate the collection, analysis, and reporting of data.

Course Requirements and Evaluation:

Connect Homework	25%
Connect Labs	25%
Lecture Tests 1	10%
Lecture Tests 2	10%
Lecture Tests 3	10%
Lecture Tests 4	10%
Comprehensive Final Exam	<u>10%</u>
	100%

Final grades will be based upon the following: A=89.5-100%, B=79.5-89%, C=69.5-79%, D=49.5-69%, F=49% and below. It is the **student's** responsibility to keep track of grades. All college students are expected to be able to do simple mathematics – do not ask the instructor to calculate the number of points needed to receive a certain grade in the course. All grades will be available in the **Gradebook** in Blackboard.

Mid-Term Grades: PJC instructors are required to enter mid-term grades during the ninth week of the semester (**Friday, Sept. 18th.**) Once entered, each student's mid-term grade may be viewed by College personnel that need to monitor such information, such as Student Records, Student Financial Aid, Academic Advising and Counseling, and administrative staff.

Course Schedule (see last page of Course Syllabus)

Required Activity:

All students must complete the **First Assignment: Syllabus Quiz** located in the **Start Here! Module** section of Blackboard by **11:59 pm on Sunday, August 30th**, before the **Official Reporting Day (ORD)**. Completion of this assignment serves as verification of course participation. **Students who do not complete the assignment by the deadline will be reported as non-attending and will be DROPPED from the course.**

Course Policies:

1. This course is not self-paced; there are **specific** due dates for all assignments. Labs and homework are open and available to complete on the first day of the semester. They each should take approximately one hour but may take longer based on your performance. You have **unlimited** attempts for homework and labs; your highest attempt score will be used as your grade. You are **strongly** recommended to work ahead on homework and labs. Please do them well **before** the due dates and **do not procrastinate**. Connect grades should upload to Blackboard in about an hour.

Late work is not accepted for Connect Homework or Labs (absolutely NO exceptions) – please do not ask to submit them late.

2. The four Lecture Tests consist of 25 multiple choice questions and cover two chapters each. They will be open for approximately one week and will be taken through Blackboard.
3. A missed Lecture Test must be made up within **seven** days. If you have an emergency situation and know that you cannot take the test by the due date, please email your instructor **immediately**. If a makeup quiz is allowed, it must be taken within seven days of the test due date; **only one Test may be made up in a semester**. Any makeup Test will be given at the discretion of the instructor. Please email your instructor if you have questions about this policy.
4. The Comprehensive Final Exam (worth 10%) will consist of 80 multiple choice questions. It will be available for approximately one week.
5. To avoid possible cheating, you will be able to review test grades after all students have taken the test.
6. **No grades (including zeros) will be dropped when calculating final overall grades.**
7. Any extra credit will be available to the entire class ONLY – **no individual extra credit will be given – please DO NOT ASK.**
8. This class is online and uses many online and digital resources. Therefore, students must have access to a strong internet connection (dial up is NOT recommended.) You will need a webcam. Speakers are also recommended. Problems with internet service are **not** an excuse for missing assignments – do your assignments **well before** the due dates to avoid this issue. If you have problems with your internet service, the College computer labs are available for use, and public libraries also have computers with internet service. Further, many businesses offer free WiFi.
9. If you have trouble with graphics in Connect, there are two links in the **Start Here! Module** in Blackboard, in the Connect Information folder, that will help you: **Connect Help Site** and **Connect Issues - Check Your Computer**. Please click on the link to check your computer's compatibility **BEFORE** contacting your instructor. In most cases, updating your internet browser fixes problems. Please be aware that the instructor has no control over technical problems with Connect – you must contact the Connect Help Site for technical problems.
10. **It is NOT recommended that you use cell phones for Blackboard or your Connect HW or labs.** Blackboard and Connect were not designed to be used on cell phones and items may not display or work correctly.
11. All students must register for and monitor their PJC Dragon Mail account **daily**. All correspondence from the instructor and the College will be delivered to the Dragon Mail account. See **"PJC Official Dragon Mail Information"** in Blackboard for more information.
12. Please communicate through PJC email or Blackboard Messages **only**.

13. If you want an actual paper textbook, you can purchase a loose-leaf copy through your Connect course. The eBook (online textbook) is found in your Connect course.
14. Blackboard is your official course – **NOT CONNECT**. Log into Blackboard **daily**.
 - a. Blackboard Username: Your school-issued student ID number, without dashes.
 - b. Blackboard Password: Your birthday (month, day, four-digit year, without marks).
15. Please keep track of assignment due dates using the Course Schedule and the Modules in Blackboard. Do **NOT** rely on the Gradebook – it moves assignments in the Gradebook based on due dates and may cause you to miss coursework.

Class Attendance:

Class attendance is critical for the successful completion of this course. For all courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the **student (see instructions in Blackboard.)** **The last day for a student to withdraw from a course with a grade of “W” is Thursday, Oct. 1st, 2026.**

Class Conduct:

Please turn off or silence and put away all cell phones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

ADA Statement:

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PJC Science Department - Artificial Intelligence Statement:

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students **must** cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be included in your reference list. Please verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by PJC email and Blackboard Messages.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Basic Needs Survey

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023. If you or someone you know is considering suicide, help is available at **988**. Help is also available on your campus in PJC's Counseling Center in Alford Center in Paris (counseling@parisjc.edu) and in the community.



Scan for Video

Earth Science 1 Online Course Schedule

Fall Term A 2026

Please print and check off items as you complete them

All HW & Labs open Monday, August 24th.

Late work is never accepted for Connect HW or Labs.

- ☐ **Assignment 1: Connect Syllabus Quiz:** Due 8/30 at midnight

MODULE 1: Intro & Astronomy – HW & Labs due 8/30

Ch. 1 Introduction

Ch. 2 Earth in Space

- ☐ Homework Set 1
- ☐ Labs Set 1
- ☐ **Test 1 (Chs. 1 & 2)** available 8/31 – 9/6

MODULE 2: Geology – HW & Labs due 9/13

Ch. 4 Plate Tectonics

Ch. 7 Rocks & Minerals

- ☐ Homework Set 2
- ☐ Labs Set 2
- ☐ **Test 2 (Chs. 4 & 7):** available 9/14 – 9/20

MODULE 3: Geologic Time & Oceans – HW & Labs due 9/27

Ch. 8 Geologic Time

Ch. 13 Oceans & Coastlines

- ☐ Homework Set 3
- ☐ Labs Set 3
- ☐ **Test 3 (Chs. 8 & 13):** available 9/28 – 10/4

MODULE 4: Meteorology – HW & Labs due 10/11

Ch. 14 The Atmosphere

Ch. 15 Weather Systems

- ☐ Homework Set 4
- ☐ Labs Set 4
- ☐ **Test 4 (Chs. 14 & 15):** available 10/5 – 10/13

- ☐ **Comprehensive Final Exam:** available 10/5 – 10/13

This Course Syllabus and Schedule are subject to change by the instructor.

Paris Junior College
Principles of Macroeconomics – ECON 2301
Hybrid Course
Fall 2026 – Flex A

Instructor: Benjamin Burden

E-Mail: bburden@parisjc.edu

Office: FGC A106

Office Phone: (903) 782-0497

Office Hours: Monday: 8:00am -- 9:30am, 12:15pm-1:30pm
(FGC A106) Tuesday: 8:00am -- 9:30am, 12:15pm-1:30pm
 Wednesday: 8:00am -- 9:30am, 12:15pm-1:30pm
 Thursday: 8:00am -- 9:30am, 12:15pm-1:30pm
 Friday: (and other times) By appointment only

Required Text and Online Bundle:

Principles of Macroeconomics, v5.0. Libby Rittenberg, Alan Grant, and Timothy Tregarthen. FlatWorld Knowledge. Pub. 2024. eISBN: 979-8-88794-525-5.

There is a link imbedded in your Blackboard course shell. It will take you directly to our online reader. You do not have to register for the text once you are enrolled in the class.

Course Description: This course surveys the American economic system emphasizing the analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

Course Objectives: The primary objectives of economics courses at Paris Junior College are designed to maximize students' capacity to:

1. Explain the role of scarcity, specialization, opportunity cost, and cost/benefit analysis in economic decision-making.
2. Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.
3. Compare alternative economic systems with respect to the role of government and the private sector.
4. Define and measure national income and rates of unemployment and inflation.
5. Identify the phases of the business cycle and the problems caused by cyclical fluctuations in the market economy.
6. Define money and the money supply; describe the process of money creation by the banking system and the role of the central bank.
7. Construct the aggregate demand and aggregate supply model of the macro economy and use it to illustrate macroeconomic problems and potential monetary and fiscal policy solutions.
8. Explain the mechanics and institutions of international trade and their impact on the macro economy.
9. Define economic growth and identify sources of economic growth

Course Requirements/ Evaluation: Your grade will be determined by your average at the end of the semester. The grading scale will be as follows:

100% - 89.5%	A
89.4% - 79.5%	B
79.4% - 69.5%	C
69.4% - 59.5%	D
Below 59.5%	F

Further, your course average will be determined by four exams (20% each) as well as numerous homework assignments and in class quizzes (20% total). **There are no make-up homework assignments.** If you miss an exam, it is your obligation to inform your instructor as soon as possible. You must have verifiable documentation (doctor's note, etc...) in order not to receive a ZERO for the exam. Your instructor will arrange for you to make up the exam provided you have approved documentation for the absence. Homework will not be made up. However, the two lowest homework grades for the course will be dropped at the end of the term. Students are responsible for any material covered and assignments due if they are absent.

Academic Integrity: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college. Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Attendance: Roll will be taken during each class. If you must miss class it is your responsibility to make appropriate arrangements with your instructor or academic advisor. Any work you miss without an excused absence will be scored a ZERO (please see above) and will affect your final grade. In any case, you will still be responsible for your own grade. If you have not submitted the first assignment by August 31 you may be dropped for non-attendance. The instructor is not responsible for dropping students who are currently failing the course. If you have questions please consult your instructor immediately. The last day to drop for the term is **October 1**.

Classroom Conduct: Students are strongly encouraged to participate in class discussions. The instructor will consider this in determining your final grade. However, rude or disruptive behavior will not be tolerated. Cell phones and other electronic devices must be turned off. Also, there will be *no food or drink in the classroom*. See your Student Handbook for Paris Junior College's policy on disruptive students. Students with disabilities or requiring support services should refer to the ADA statement below.

Tentative Schedule Fall 2026 (1st 8 Weeks):

This schedule is only tentative. The instructor reserves the right to change dates and times of material covered and exams. Changes will be announced in class as the semester progresses. Students are responsible for making themselves aware of any deviations from the projected syllabus

<i>Week 1 (Aug 24 – Aug 30):</i>	<i>Chapters 1,2</i>
<i>Week 2 (Aug 31 – Sep 6):</i>	<i>Chapter 3 4</i>
<i>Week 3 (Sep 7 – Sep 13):</i>	<i>Chapter 5,6 Exam 1{Ch's 1, 2, 3, 4 & Labor Day Sep 7}</i>
<i>Week 4 (Sep 14 – Sep 20):</i>	<i>Chapter 7, 8</i>
<i>Week 5 (Sep 21 – Sep 27):</i>	<i>Chapter 9,10, Exam 2{Ch's 5,6,7,8}</i>
<i>Week 6 (Sep 28 – Oct 4):</i>	<i>Chapter 11, 12, Exam 3{Ch's 9,10,11}</i>
<i>Week 7 (Oct 5 – Oct 11):</i>	<i>Chapter 13,17</i>
<i>Week 8 (Oct 12 – Oct 15):</i>	<i>Chapter Final Exam Week {Ch's 12,13,17}</i>

It is important that students keep up with the material. They are encouraged to spend at least one hour of dedicated study time outside of class for each hour spent in class. This is in addition to time spent completing assignments or preparing for exams. Your instructor is a valuable resource for understanding the material and performing well on exams. Students who ask questions in class, contact the instructor during office hours and ask questions via email tend to perform better than those who do not. Please be prepared to spend time outside the classroom studying the material. The effort is critical to earning a good grade.

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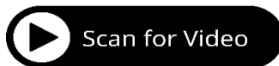
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Paris Junior College
Principles of Macroeconomics – ECON 2301
Hybrid Course
Fall 2026 – Flex B

Instructor: Benjamin Burden

E-Mail: bburden@parisjc.edu

Office: FGC A106

Office Phone: (903) 782-0497

Office Hours: Monday: 8:00am -- 9:30am, 12:15pm-1:30pm
(FGC A106) Tuesday: 8:00am -- 9:30am, 12:15pm-1:30pm
 Wednesday: 8:00am -- 9:30am, 12:15pm-1:30pm
 Thursday: 8:00am -- 9:30am, 12:15pm-1:30pm
 Friday: (and other times) By appointment only

Required Text and Online Bundle:

Principles of Macroeconomics, v5.0. Libby Rittenberg, Alan Grant, and Timothy Tregarthen. FlatWorld Knowledge. Pub. 2024. eISBN: 979-8-88794-525-5.

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Course Description: This course surveys the American economic system emphasizing the analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

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1. Explain the role of scarcity, specialization, opportunity cost, and cost/benefit analysis in economic decision-making.
2. Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.
3. Compare alternative economic systems with respect to the role of government and the private sector.
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9. Define economic growth and identify sources of economic growth

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100% - 89.5%	A
89.4% - 79.5%	B
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Further, your course average will be determined by four exams (20% each) as well as numerous homework assignments and in class quizzes (20% total). **There are no make-up homework assignments.** If you miss an exam, it is your obligation to inform your instructor as soon as possible. You must have verifiable documentation (doctor's note, etc...) in order not to receive a ZERO for the exam. Your instructor will arrange for you to make up the exam provided you have approved documentation for the absence. Homework will not be made up. However, the two lowest homework grades for the course will be dropped at the end of the term. Students are responsible for any material covered and assignments due if they are absent.

Academic Integrity: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college. Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence Ethical Considerations and Consequences for Misuse

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Classroom Conduct: Students are strongly encouraged to participate in class discussions. The instructor will consider this in determining your final grade. However, rude or disruptive behavior will not be tolerated. Cell phones and other electronic devices must be turned off. Also, there will be *no food or drink in the classroom*. See your Student Handbook for Paris Junior College's policy on disruptive students. Students with disabilities or requiring support services should refer to the ADA statement below.

Tentative Schedule Fall 2026 (2nd 8 Weeks):

This schedule is only tentative. The instructor reserves the right to change dates and times of material covered and exams. Changes will be announced in class as the semester progresses. Students are responsible for making themselves aware of any deviations from the projected syllabus

<i>Week 1 (Oct 19 – Oct 25):</i>	<i>Chapters 1, 2</i>
<i>Week 2 (Oct 26 – Nov 1):</i>	<i>Chapter 3, 4</i>
<i>Week 3 (Nov 2 – Nov 8):</i>	<i>Chapter 5, 6 Exam 1{Ch's 1, 2, 3, 4}</i>
<i>Week 4 (Nov 9 – Nov 15):</i>	<i>Chapter 7, 8</i>
<i>Week 5 (Nov 16 – Nov 22):</i>	<i>Chapter 9, 10, Exam 2{Ch's 5,6,7,8 Thanksgiving Nov 25, 26, 27}</i>
<i>Week 6 (Nov 23 – Nov 29):</i>	<i>Chapter 11, 12, Exam 3{Ch's 9,10,11}</i>
<i>Week 7 (Nov 30 – Dec 6):</i>	<i>Chapter 13, 17</i>
<i>Week 8 (Dec 7 – Dec 10):</i>	<i>Final Exam Week {Ch's 12,13,17}</i>

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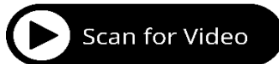
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Paris Junior College
Principles of Macroeconomics – ECON 2301
Online Courses Only
Fall 2026

Instructor: Benjamin Burden

E-Mail: bburden@parisjc.edu

Office: FGC A106

Office Phone: (903) 782-0497

Office Hours: *Monday:* 8:00am -- 9:30am, 12:15pm-1:30pm
(**FGC A106**) *Tuesday:* 8:00am -- 9:30am, 12:15pm-1:30pm
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<i>Week 3 (Sep 7 – Sep 13):</i>	<i>Chapter 5,6 Exam 1{Ch's 1, 2, 3, 4 & Labor Day Sep 7}</i>
<i>Week 4 (Sep 14 – Sep 20):</i>	<i>Chapter 7, 8</i>
<i>Week 5 (Sep 21 – Sep 27):</i>	<i>Chapter 9,10, Exam 2{Ch's 5,6,7,8}</i>
<i>Week 6 (Sep 28 – Oct 4):</i>	<i>Chapter 11, 12, Exam 3{Ch's 9,10,11}</i>
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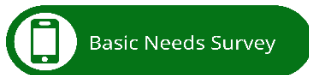
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Paris Junior College
Principles of Macroeconomics – ECON 2301
Online Courses Only
Fall 2026

Instructor: Benjamin Burden

E-Mail: bburden@parisjc.edu

Office: FGC A106

Office Phone: (903) 782-0497

Office Hours: *Monday:* 8:00am -- 9:30am, 12:15pm-1:30pm
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This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a

brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

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When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Attendance: Roll will be taken during each class. If you must miss class it is your responsibility to make appropriate arrangements with your instructor or academic advisor. Any work you miss without an excused absence will be scored a ZERO (please see above) and will affect your final grade. In any case, you will still be responsible for your own grade. If you have not submitted the first assignment by Oct 26 you may be dropped for non-attendance. The instructor is not responsible for dropping students who are currently failing the course. If you have questions please consult your instructor immediately. The last day to drop for the term is **November 24**.

Classroom Conduct: Students are strongly encouraged to participate in class discussions. The instructor will consider this in determining your final grade. However, rude or disruptive behavior will not be tolerated. Cell phones and other electronic devices must be turned off. Also, there will be *no food or drink in the classroom*. See your Student Handbook for Paris Junior College's policy on disruptive students. Students with disabilities or requiring support services should refer to the ADA statement below.

Tentative Schedule Fall 2026:

This schedule is only tentative. The instructor reserves the right to change dates and times of material covered and exams. Changes will be announced in class as the semester progresses. Students are responsible for making themselves aware of any deviations from the projected syllabus

<i>Week 1 (Oct 19 – Oct 25):</i>	<i>Chapters 1, 2</i>
<i>Week 2 (Oct 26 – Nov 1):</i>	<i>Chapter 3, 4</i>
<i>Week 3 (Nov 2 – Nov 8):</i>	<i>Chapter 5, 6 Exam 1 {Ch's 1, 2, 3, 4}</i>
<i>Week 4 (Nov 9 – Nov 15):</i>	<i>Chapter 7, 8</i>
<i>Week 5 (Nov 16 – Nov 22):</i>	<i>Chapter 9, 10, Exam 2 {Ch's 5,6,7,8}</i>
<i>Week 6 (Nov 23 – Nov 29):</i>	<i>Chapter 11, 12, Exam 3 {Ch's 9,10,11 Thanksgiving Nov 25, 26, 27}</i>
<i>Week 7 (Nov 30 – Dec 6):</i>	<i>Chapter 13, 17</i>
<i>Week 8 (Dec 7 – Dec 10):</i>	<i>Final Exam Week {Ch's 12,13,17}</i>

It is important that students keep up with the material. They are encouraged to spend at least one hour of dedicated study time outside of class for each hour spent in class. This is in addition to time spent completing assignments or preparing for exams. Your instructor is a valuable resource for understanding the material and performing well on exams. Students who ask questions in class, contact the instructor during office hours and ask questions via email tend to perform better than those who do not. Please be prepared to spend time outside the classroom studying the material. The effort is critical to earning a good grade.

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Complaint Procedures:

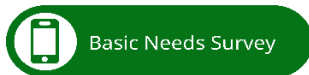
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Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Paris Junior College
Principles of Macroeconomics – ECON 2301
Online Courses Only
Fall 2026

Instructor: Benjamin Burden

E-Mail: bburden@parisjc.edu

Office: FGC A106

Office Phone: (903) 782-0497

Office Hours: *Monday:* 8:00am -- 9:30am, 12:15pm-1:30pm
(**FGC A106**) *Tuesday:* 8:00am -- 9:30am, 12:15pm-1:30pm
 Wednesday: 8:00am -- 9:30am, 12:15pm-1:30pm
 Thursday: 8:00am -- 9:30am, 12:15pm-1:30pm
 Friday: (and other times) By appointment only

Required Text and Online Bundle:

Principles of Macroeconomics, v5.0. Libby Rittenberg, Alan Grant, and Timothy Tregarthen. FlatWorld Knowledge. Pub. 2024. eISBN: 979-8-88794-525-5.

There is a link imbedded in your Blackboard course shell. It will take you directly to our online reader. You do not have to register for the text once you are enrolled in the class.

Course Description: This course surveys the American economic system emphasizing the analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

Course Objectives: The primary objectives of economics courses at Paris Junior College are designed to maximize students' capacity to:

1. Explain the role of scarcity, specialization, opportunity cost, and cost/benefit analysis in economic decision-making.
2. Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.
3. Compare alternative economic systems with respect to the role of government and the private sector.
4. Define and measure national income and rates of unemployment and inflation.
5. Identify the phases of the business cycle and the problems caused by cyclical fluctuations in the market economy.
6. Define money and the money supply; describe the process of money creation by the banking system and the role of the central bank.
7. Construct the aggregate demand and aggregate supply model of the macro economy and use it to illustrate macroeconomic problems and potential monetary and fiscal policy solutions.
8. Explain the mechanics and institutions of international trade and their impact on the macro economy.
9. Define economic growth and identify sources of economic growth

Course Requirements/ Evaluation: Your grade will be determined by your average at the end of the semester. The grading scale will be as follows:

100% - 89.5%	A
89.4% - 79.5%	B
79.4% - 69.5%	C
69.4% - 59.5%	D
Below 59.5%	F

Further, your course average will be determined by four exams (20% each) as well as numerous homework assignments and in class quizzes (20% total). **There are no make-up homework assignments.** If you miss an exam, it is your obligation to inform your instructor as soon as possible. You must have verifiable documentation (doctor's note, etc...) in order not to receive a ZERO for the exam. Your instructor will arrange for you to make up the exam provided you have approved documentation for the absence. Homework will not be made up. However, the two lowest homework grades for the course will be dropped at the end of the term. Students are responsible for any material covered and assignments due if they are absent.

Academic Integrity: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Artificial intelligence Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

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Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a

brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

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When in Doubt

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Attendance: Roll will be taken during each class. If you must miss class it is your responsibility to make appropriate arrangements with your instructor or academic advisor. Any work you miss without an excused absence will be scored a ZERO (please see above) and will affect your final grade. In any case, you will still be responsible for your own grade. If you have not submitted the first assignment by Sept. 9 you may be dropped for non-attendance. The instructor is not responsible for dropping students who are currently failing the course. If you have questions please consult your instructor immediately. The last day to drop for the term is **November 12**.

Classroom Conduct: Students are strongly encouraged to participate in class discussions. The instructor will consider this in determining your final grade. However, rude or disruptive behavior will not be tolerated. Cell phones and other electronic devices must be turned off. Also, there will be *no food or drink in the classroom*. See your Student Handbook for Paris Junior College's policy on disruptive students. Students with disabilities or requiring support services should refer to the ADA statement below.

Tentative Schedule Fall 2026:

This schedule is only tentative. The instructor reserves the right to change dates and times of material covered and exams. Changes will be announced in class as the semester progresses. Students are responsible for making themselves aware of any deviations from the projected syllabus

<i>Week 1 (Aug 24 – Aug 30):</i>	<i>Chapter 1</i>
<i>Week 2 (Aug 31 – Sep 6):</i>	<i>Chapter 2</i>
<i>Week 3 (Sep 7 – Sep 13):</i>	<i>Chapter 3 {Labor Day Sep 7}</i>
<i>Week 4 (Sep 14 – Sep 20):</i>	<i>Chapter 4</i>
<i>Week 5 (Sep 21 – Sep 27):</i>	<i>Chapter 5, Exam 1{Ch's 1, 2, 3, 4}</i>
<i>Week 6 (Sep 28 – Oct 4):</i>	<i>Chapter 6</i>
<i>Week 7 (Oct 5 – Oct 11):</i>	<i>Chapter 7</i>
<i>Week 8 (Oct 12 – Oct 18):</i>	<i>Chapter 8</i>
<i>Week 9 (Oct 19 – Oct 25):</i>	<i>Chapter 9, Exam 2{Ch's 5,6,7,8}</i>
<i>Week 10 (Oct 26 – Nov 1):</i>	<i>Chapter 10</i>
<i>Week 11 (Nov 2 – Nov 8):</i>	<i>Chapter 11</i>
<i>Week 12 (Nov 9 – Nov 15):</i>	<i>Chapter 12, Exam 3{Ch's 9,10,11}</i>
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<i>Week 14 (Nov 23 – Nov 29):</i>	<i>Chapter 17 {Thanksgiving Nov 25, 26, 27}</i>
<i>Week 15 (Nov 30 – Dec 6):</i>	<i>Chapter 17 con't</i>
<i>Week 16 (Dec 7 – Dec 10):</i>	<i>Final Exam Week {Ch's 12,13,17}</i>

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preparing for exams. Your instructor is a valuable resource for understanding the material and performing well on exams. Students who ask questions in class, contact the instructor during office hours and ask questions via email tend to perform better than those who do not. Please be prepared to spend time outside the classroom studying the material. The effort is critical to earning a good grade.

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Complaint Procedures:

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Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



ECON 2301.25D1
Principles of Macroeconomics
Fall 2026

Instructor: Jeffrey C Tarrant
Office: GC 207
Phone: 903.457.8720
Email: jtarrant@parisjc.edu
Office Hours:

Meeting Location:
Meeting Days:
Meeting Times:

Course Description:

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

Credits: 3 SCH = 3 lecture and 0 laboratory hours per week, from approved course list.

TSI requirement: College Level Reading Required

Prerequisite(s): None

Required Textbook(s) and Materials:

Principles of Macroeconomics, v5.0. Libby Rittenberg, Alan Grant and Timothy Tregarthen. FlatWorld. 2024. **ISBN (Digital):** 979-8-88794-525-5.

Standard calculator.

Face-to-face sections will also need one Scantron, Form No. 882-E.

Course Goals and Objectives:

Upon successful completion of this course, students will:

1. Explain the role of scarcity, specialization, opportunity cost and cost/benefit analysis in economic decision-making.
2. Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.
3. Define and measure national income and rates of unemployment and inflation.
4. Identify the phases of the business cycle and the problems caused by cyclical fluctuations in the market economy.
5. Define money and the money supply; describe the process of money creation by the banking system and the role of the central bank.
6. Construct the aggregate demand and aggregate supply model of the macro economy and use it to illustrate macroeconomic problems and potential monetary and fiscal policy solutions.
7. Explain the mechanics and institutions of international trade and their impact on the macro economy.
8. Define economic growth and identify sources of economic growth.

Course Schedule:

Week 1-Syllabus

Economics: The Study of Choice

Week 2-Confronting Scarcity: Choices in Production

Week 3-Supply and Demand

Week 4-Applications of Supply and Demand

Week 5-Introduction to the Macroeconomy; Measuring the Economy's Output

Week 6-The Price Level and Inflation

Week 7-Unemployment

Week 8-Aggregate Demand and Aggregate Supply

Week 9-Economic Growth

Week 10-The Nature and Creation of Money

Financial Markets and the Economy

Week 11-Monetary Policy and the Fed

Week 12-Government and Fiscal Policy

Week 13-Consumption and the Aggregate Expenditures Model

Week 14-Investment and Economic Activity

Week 15-Net Exports and International Finance

Week 16-Comprehensive Final Exam

This schedule is a rough guide only and is subject to change as the semester progresses.

Course Requirements and Evaluation:

Letter grades will be assigned on the following scale:

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

0 - 59% = F

Average will be calculated with the following formula:

Exams = 50%

Assignments = 50%

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI):**Ethical Considerations and Consequences for Misuse**

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

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You can return to your normal activities when, for at least 24 hours, both are true:

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the instructor.

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ECON 2301.40L0
Principles of Macroeconomics
Fall 2026 – Flex A

Instructor: Jeffrey C Tarrant
Office: GC 207
Phone: 903.457.8720
Email: jtarrant@parisjc.edu
Office Hours:

Meeting Location:
Meeting Days:
Meeting Times:

Course Description:

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

Credits: 3 SCH = 3 lecture and 0 laboratory hours per week, from approved course list.

TSI requirement: College Level Reading Required

Prerequisite(s): None

Required Textbook(s) and Materials:

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Standard calculator.

Face-to-face sections will also need one Scantron, Form No. 882-E.

Course Goals and Objectives:

Upon successful completion of this course, students will:

1. Explain the role of scarcity, specialization, opportunity cost and cost/benefit analysis in economic decision-making.
2. Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.
3. Define and measure national income and rates of unemployment and inflation.
4. Identify the phases of the business cycle and the problems caused by cyclical fluctuations in the market economy.
5. Define money and the money supply; describe the process of money creation by the banking system and the role of the central bank.
6. Construct the aggregate demand and aggregate supply model of the macro economy and use it to illustrate macroeconomic problems and potential monetary and fiscal policy solutions.
7. Explain the mechanics and institutions of international trade and their impact on the macro economy.
8. Define economic growth and identify sources of economic growth.

Course Schedule:**Week 1-Syllabus**

Economics: The Study of Choice
Confronting Scarcity: Choices in Production

Week 2-Supply and Demand

Applications of Supply and Demand

Week 3-Introduction to the Macroeconomy; Measuring the Economy's Output

The Price Level and Inflation

Week 4-Unemployment

Aggregate Demand and Aggregate Supply

Week 5-Economic Growth

The Nature and Creation of Money
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ECON 2301.50L0
Principles of Macroeconomics
Fall 2026 – Flex A

Instructor: Jeffrey C Tarrant
Office: GC 207
Phone: 903.457.8720
Email: jtarrant@parisjc.edu
Office Hours:

Meeting Location:
Meeting Days:
Meeting Times:

Course Description:

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

Credits: 3 SCH = 3 lecture and 0 laboratory hours per week, from approved course list.

TSI requirement: College Level Reading Required

Prerequisite(s): None

Required Textbook(s) and Materials:

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Standard calculator.

Face-to-face sections will also need one Scantron, Form No. 882-E.

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1. Explain the role of scarcity, specialization, opportunity cost and cost/benefit analysis in economic decision-making.
2. Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.
3. Define and measure national income and rates of unemployment and inflation.
4. Identify the phases of the business cycle and the problems caused by cyclical fluctuations in the market economy.
5. Define money and the money supply; describe the process of money creation by the banking system and the role of the central bank.
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Confronting Scarcity: Choices in Production

Week 2-Supply and Demand

Applications of Supply and Demand

Week 3-Introduction to the Macroeconomy; Measuring the Economy's Output

The Price Level and Inflation

Week 4-Unemployment

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ECON 2301.64A0
Principles of Macroeconomics
Fall 2026

Instructor: Jeffrey C Tarrant
Office: GC 207
Phone: 903.457.8720
Email: jtarrant@parisjc.edu
Office Hours:

Meeting Location:
Meeting Days:
Meeting Times:

Course Description:

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Fall 2026

Instructor: Jeffrey C Tarrant
Office: GC 207
Phone: 903.457.8720
Email: jtarrant@parisjc.edu
Office Hours:

Meeting Location:
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Detection and Verification

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When in Doubt

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Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

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Illness Policy:

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You can return to your normal activities when, for at least 24 hours, both are true:

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2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the instructor.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Paris Junior College
Principles of Microeconomics – ECON 2302
Hybrid Course
Fall 2026 – Flex B

Instructor: Benjamin Burden

E-Mail: bburden@parisjc.edu

Office: FGC A106

Office Phone: (903) 782-0497

Office Hours: Monday: 8:00am -- 9:30am, 12:15pm-1:30pm
(FGC A106) Tuesday: 8:00am -- 9:30am, 12:15pm-1:30pm
 Wednesday: 8:00am -- 9:30am, 12:15pm-1:30pm
 Thursday: 8:00am -- 9:30am, 12:15pm-1:30pm
 Friday: (and other times) By appointment only

Required Text and Online Bundle:

Principles of Macroeconomics, v5.0. Libby Rittenberg, Alan Grant, and Timothy Tregarthen. FlatWorld Knowledge. Pub. 2024. eISBN: 979-8-88794-525-5.

There is a link imbedded in your Blackboard course shell. It will take you directly to our online reader. You do not have to register for the text once you are enrolled in the class.

Course Description: This course surveys the American economic system emphasizing the impact of choices made by consumers and firms on the total level of economic activity. Introduces the fundamental economic principles underlying the economic problem; special emphasis on market economic analysis; determinants of policy; economic growth; microeconomic equilibrium, profit maximization. Specific topics are examined using basic methods of economics. College level reading is required.

Course Objectives: The primary objectives of economics courses at Paris Junior College are designed to maximize students' capacity to:

1. Explain the role of scarcity, specialization, opportunity cost, and cost/benefit analysis in economic decision-making.
2. Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.
3. Summarize the law of diminishing marginal utility; describe the process of utility maximization.
4. Calculate supply and demand elasticities, identify the determinants of price elasticity of demand and supply, and demonstrate the relationship between elasticity and total revenue.
5. Describe the production function and the Law of Diminishing Marginal Productivity; calculate and graph short-run and long-run costs of production.
6. Identify the four market structures by characteristics; calculate and graph the profit maximizing price and quantity in the output markets by use of marginal analysis.
7. Determine the profit maximizing price and quantity of resources in factor markets under perfect and imperfect competition by use of marginal analysis.
8. Describe governmental efforts to address market failure such as monopoly power, asymmetric information, externalities, and public goods.
9. Demonstrate the benefits of free trade using the concept of comparative advantage

Course Requirements/ Evaluation: Your grade will be determined by your average at the end of the semester. The grading scale will be as follows:

100% - 89.5%	A
89.4% - 79.5%	B
79.4% - 69.5%	C
69.4% - 59.5%	D
Below 59.5%	F

Further, your course average will be determined by four exams (20% each) as well as numerous homework assignments and in class quizzes (20% total). **There are no make-up homework assignments.** If you miss an exam, it is your obligation to inform your instructor as soon as possible. You must have verifiable documentation (doctor's note, etc...) in order not to receive a ZERO for the exam. Your instructor will arrange for you to make up the exam provided you have approved documentation for the absence. Homework will not be made up. However, the two lowest homework grades for the course will be dropped at the end of the term. Students are responsible for any material covered and assignments due if they are absent.

Academic Integrity: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college. Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

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Citation Requirements

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When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Attendance: Roll will be taken during each class. If you must miss class it is your responsibility to make appropriate arrangements with your instructor or academic advisor. Any work you miss without an excused absence will be scored a ZERO (please see above) and will affect your final grade. In any case, you will still be responsible for your own grade. If you have not submitted the first assignment by October 26 you may be dropped for non-attendance. The instructor is not responsible for dropping students who are currently failing the course. If you have questions please consult your instructor immediately. The last day to drop for the term is **November 24**.

Classroom Conduct: Students are strongly encouraged to participate in class discussions. The instructor will consider this in determining your final grade. However, rude or disruptive behavior will not be tolerated. Cell phones and other electronic devices must be turned off. Also, there will be *no food or drink in the classroom*. See your Student Handbook for Paris Junior College's policy on disruptive students. Students with disabilities or requiring support services should refer to the ADA statement below.

Tentative Schedule Fall 2026 (2nd 8 Weeks):

This schedule is only tentative. The instructor reserves the right to change dates and times of material covered and exams. Changes will be announced in class as the semester progresses. Students are responsible for making themselves aware of any deviations from the projected syllabus

<i>Week 1 (Oct 19 – Oct 25):</i>	<i>Chapters 1, 2</i>
<i>Week 2 (Oct 26 – Nov 1):</i>	<i>Chapter 3, 4</i>
<i>Week 3 (Nov 2 – Nov 8):</i>	<i>Chapter 5, 6 Exam 1{Ch's 1, 2, 3, 4}</i>
<i>Week 4 (Nov 9 – Nov 15):</i>	<i>Chapter 7, 8</i>
<i>Week 5 (Nov 16 – Nov 22):</i>	<i>Chapter 9, 10, Exam 2{Ch's 5,6,7,8}</i>
<i>Week 6 (Nov 23 – Nov 29):</i>	<i>Chapter 11, 12, Exam 3{Ch's 9,10,11 Thanksgiving Nov 25, 26, 27}</i>
<i>Week 7 (Nov 30 – Dec 6):</i>	<i>Chapter 13, 14</i>
<i>Week 8 (Dec 7 – Dec 10):</i>	<i>Final Exam Week {Ch's 12,13,14}</i>

It is important that students keep up with the material. They are encouraged to spend at least one hour of dedicated study time outside of class for each hour spent in class. This is in addition to time spent completing assignments or preparing for exams. Your instructor is a valuable resource for understanding the material and performing well on exams. Students who ask questions in class, contact the instructor during office hours and ask questions via email tend to perform better than those who do not. Please be prepared to spend time outside the classroom studying the material. The effort is critical to earning a good grade.

ADA Statement:

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Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

EDUC1100.20E0
Learning Framework
Fall 2026 Sub Term A

Instructor: Dr. Ella Duren
Office: A104B
Phone: 903-782-0727
Email: eduren@parisjc.edu
Office Hours: Online

Meeting Location: Online
Meeting Days: Online
Meeting Times: By Appt.

Course Description:

EDUC - (Education) EDUC 1100 Learning Framework (1 SCH version) A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300) Note: (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.) Prerequisite(s): None

Required Textbook(s) and Materials:

Our textbook for this class is *College Success* by OpenStax (2020).

A copy of this book can be found under the Start Here tab in your Black Board system.

Course Goals and Objectives:

EDUC Program Student Learning Outcomes:

1. Understand the importance of goal setting and build decision-making and goal setting skills.
2. Complete an inventory to determine personality type.
3. Develop critical thinking skills.
4. Complete a learning inventory and identify your personal learning style.
5. Understand the educational degree requirements for different types of careers and occupations.
6. Complete an interest inventory to determine matches between your interests and skills and occupations and degrees.

7. Complete a degree plan in the certificate or degree area you plan to pursue.
8. Understand the causes of stress and ways to manage stress.
9. Understand how diet, nutrition, exercise and physical fitness affect your life.
10. Develop note taking skills.
11. Develop study skills.
12. Understand test taking strategies.
13. Develop time management skills.
14. Understand money, banking, and credit.
15. Understand basic saving and investing principles.
16. Understand a resume.
17. Understand basic job interview skills.
18. Understand the benefits of service learning and citizenship responsibilities.
19. Develop team building skills.
20. Develop problem solving skills.

Course Map Table: CT-Critical Thinking, COM- Communication Skills, EQS- Empirical & Quantitative Skills, TW- Teamwork, PR- Personal Responsibility, SR- Social Responsibility

Course Objective	Program Outcome (PLO)	Texas Core Objective	Assignments / Modules
1. Goal setting & decision-making	PLO 1, PLO 5	CT, PR	Module 1 – Ch. 1–2 Assignment & Quiz
2. Personality inventory	PLO 1	CT	Module 1 Assignment
3. Critical thinking skills	PLO 3	CT	All Module Quizzes; Final Project
4. Learning inventory & learning style	PLO 2, PLO 5	CT, PR	Module 2 – Ch. 3–4 Assignment
5. Degree requirements for careers	PLO 4	CT	Module 2 Assignment
6. Interest inventory for careers	PLO 4	CT	Module 3 – Ch. 5–6 Assignment
7. Complete a degree plan	PLO 4	CT, COM	Module 5 – Final Project
8. Stress & stress management	PLO 1	PR	Module 3 Assignment

9. Diet, nutrition, exercise & fitness	PLO 1	PR	Module 3 Quiz
10. Note-taking skills	PLO 2	CT	Module 2 Assignment
11. Study skills	PLO 2	CT, PR	Module 2 Assignment
12. Test-taking strategies	PLO 2	CT	Module 4 Assignment
13. Time management	PLO 2, PLO 5	PR	Module 4 Assignment
14. Money, banking & credit	PLO 5	CT, EQS, PR	Module 4 Quiz
15. Saving & investing	PLO 5	CT, EQS	Module 4 Assignment
16. Understand a resume	PLO 4	COM	Module 5 – Final Project
17. Job interview skills	PLO 4	COM, PR	Module 5 – Final Project
18. Service learning & citizenship	PLO 5	SR, PR	Module 4 Assignment
19. Team-building skills	PLO 5	TW	Module 3 Assignment
20. Problem-solving skills	PLO 3	CT	All quizzes; Final Project

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD) 8/30/2026. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Course Requirements and Evaluation:

Grading Scale (Total: 1,385 points)

Percentage Point Range Letter Grade

100–90%	1385 – 1247	A
89–80%	1246 – 1108	B
79–70%	1107 – 970	C
69–60%	969 – 831	D
59–0%	830 – 0	F

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is 10/1/2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Artificial intelligence (AI)**Ethical Considerations and Consequences for Misuse**

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

Multi-Factor Authentication (MFA) Requirement for Students

To help protect student accounts and personal information, students are required to use **Multi-Factor Authentication (MFA)** when accessing college systems and online resources. MFA adds an extra layer of security by requiring users to verify their identity through a second method, a Microsoft Authenticator mobile app notification in addition to their password.

How to Use MFA:

1. Log in to your college account using your username and password.
2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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Assignments List:

Module	Assignments Due	Completed
Start Here Tab or top of page	First Assignment Syllabus Quiz	☐
Module 1 – Foundation in Goal Setting & Self-Assessment	Time Management and Task Prioritization Assignment	☐
	Test 1	☐
	Discussion 1	☐
Module 2 – Personality Insights & Critical Thinking Foundations	Critical Thinking Scenario Assignment	☐
	Test 2	☐
	Discussion 2	☐
Module 3 – Learning Strategies, Note Taking & Study Skills	Choice Board	☐
	Studying, Memory, and Testing Assignment	☐
	Test 3	☐
	Discussion 3	☐
Module 4 – Time Management & Test Taking	AI Task Management Assignment	☐
	Midterm	☐
Module 5 – Career Exploration & Stress Management	Career Path Assignment	☐
	Test 4	☐
	Discussion 4	☐
Module 6 – Stress Management & Wellness	Wellness Break Assignment	☐
Module 7 & 8 – Final	Final Career Path Assignment	☐

EDUC 1200.20F0
Learning Framework
Fall 2026 Sub Term B

Instructor: Dr. Ella Duren
Office: A104B
Phone: 903-782-0727
Email: eduren@parisjc.edu
Office Hours: Online

Meeting Location: Online
Meeting Days: Online
Meeting Times: By Appt.

Course Description:

EDUC - (Education) EDUC 1100 Learning Framework (1 SCH version) A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300) Note: (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.) Prerequisite(s): None

Required Textbook(s) and Materials:

Our textbook for this class is *College Success* by OpenStax (2020).

A copy of this book can be found under the Start Here tab in your Black Board system.

Course Goals and Objectives:

EDUC Program Student Learning Outcomes:

1. Understand the importance of goal setting and build decision-making and goal setting skills.
2. Complete an inventory to determine personality type.
3. Develop critical thinking skills.
4. Complete a learning inventory and identify your personal learning style.
5. Understand the educational degree requirements for different types of careers and occupations.
6. Complete an interest inventory to determine matches between your interests and skills and occupations and degrees.

7. Complete a degree plan in the certificate or degree area you plan to pursue.
8. Understand the causes of stress and ways to manage stress.
9. Understand how diet, nutrition, exercise and physical fitness affect your life.
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11. Develop study skills.
12. Understand test taking strategies.
13. Develop time management skills.
14. Understand money, banking, and credit.
15. Understand basic saving and investing principles.
16. Understand a resume.
17. Understand basic job interview skills.
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2. Personality inventory	PLO 1	CT	Module 1 Assignment
3. Critical thinking skills	PLO 3	CT	All Module Quizzes; Final Project
4. Learning inventory & learning style	PLO 2, PLO 5	CT, PR	Module 2 – Ch. 3–4 Assignment
5. Degree requirements for careers	PLO 4	CT	Module 2 Assignment
6. Interest inventory for careers	PLO 4	CT	Module 3 – Ch. 5–6 Assignment
7. Complete a degree plan	PLO 4	CT, COM	Module 5 – Final Project
8. Stress & stress management	PLO 1	PR	Module 3 Assignment

9. Diet, nutrition, exercise & fitness	PLO 1	PR	Module 3 Quiz
10. Note-taking skills	PLO 2	CT	Module 2 Assignment
11. Study skills	PLO 2	CT, PR	Module 2 Assignment
12. Test-taking strategies	PLO 2	CT	Module 4 Assignment
13. Time management	PLO 2, PLO 5	PR	Module 4 Assignment
14. Money, banking & credit	PLO 5	CT, EQS, PR	Module 4 Quiz
15. Saving & investing	PLO 5	CT, EQS	Module 4 Assignment
16. Understand a resume	PLO 4	COM	Module 5 – Final Project
17. Job interview skills	PLO 4	COM, PR	Module 5 – Final Project
18. Service learning & citizenship	PLO 5	SR, PR	Module 4 Assignment
19. Team-building skills	PLO 5	TW	Module 3 Assignment
20. Problem-solving skills	PLO 3	CT	All quizzes; Final Project

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD) Oct 25. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Course Requirements and Evaluation:

Grading Scale (Total: 1,385 points)

Percentage Point Range Letter Grade

100–90%	1385 – 1247	A
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59–0%	830 – 0	F

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Academic Honesty:

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Approval Process

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Detection and Verification

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
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This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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To help protect student accounts and personal information, students are required to use **Multi-Factor Authentication (MFA)** when accessing college systems and online resources. MFA adds an extra layer of security by requiring users to verify their identity through a second method, a Microsoft Authenticator mobile app notification in addition to their password.

How to Use MFA:

1. Log in to your college account using your username and password.
2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Assignments List:

Module	Assignments Due	Completed
Start Here Tab or top of page	First Assignment Syllabus Quiz	☐
Module 1 – Foundation in Goal Setting & Self-Assessment	Time Management and Task Prioritization Assignment	☐
	Test 1	☐
	Discussion 1	☐
Module 2 – Personality Insights & Critical Thinking Foundations	Critical Thinking Scenario Assignment	☐
	Test 2	☐
	Discussion 2	☐
Module 3 – Learning Strategies, Note Taking & Study Skills	Choice Board	☐
	Studying, Memory, and Testing Assignment	☐
	Test 3	☐
	Discussion 3	☐
Module 4 – Time Management & Test Taking	AI Task Management Assignment	☐
	Midterm	☐
Module 5 – Career Exploration & Stress Management	Career Path Assignment	☐
	Test 4	☐
	Discussion 4	☐
Module 6 – Stress Management & Wellness	Wellness Break Assignment	☐
Module 7 & 8 – Final	Final Career Path Assignment	☐

EDUC 1300.840A0
Learning Framework
Fall 2026

Instructor: Dr. Melisa Ward
Office: A104B
Phone: 903-782-0727
Email: eduren@parisjc.edu
Office Hours: Online

Meeting Location: 1305
Meeting Days: M-Thursday
Meeting Times: By Appt.

Course Description:

EDUC - (Education) EDUC 1100 Learning Framework (1 SCH version) A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300) Note: (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.) Prerequisite(s): None

Required Textbook(s) and Materials:

Our textbook for this class is *College Success* by OpenStax (2020).

A copy of this book can be found under the Start Here tab in your Black Board system.

Course Goals and Objectives:

EDUC Program Student Learning Outcomes:

1. Understand the importance of goal setting and build decision-making and goal setting skills.
2. Complete an inventory to determine personality type.
3. Develop critical thinking skills.
4. Complete a learning inventory and identify your personal learning style.
5. Understand the educational degree requirements for different types of careers and occupations.
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7. Complete a degree plan in the certificate or degree area you plan to pursue.
8. Understand the causes of stress and ways to manage stress.
9. Understand how diet, nutrition, exercise and physical fitness affect your life.
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15. Understand basic saving and investing principles.
16. Understand a resume.
17. Understand basic job interview skills.
18. Understand the benefits of service learning and citizenship responsibilities.
19. Develop team building skills.
20. Develop problem solving skills.

Course Requirements and Evaluation:

Quizzes: 20%
Assignments: 20%
Project: 20%
Presentation: 20%
Final Exam: 20%

Course Policies:

Grading Scale (Total: 100 %)

Percentage Letter Grade

100–90%	A
89–80%	B
79–70%	C
69–60%	D
59–0%	F

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Tentative Course Schedule:

Week	Day 1	Day 2	Day 3	Day 4
Week 1-Aug. 24-27	Syllabus Overview; Assign Semester Project	Syllabus Mapping; HW: Follow & Insight Assignment	Taking Notes Assignment	Email Etiquette Assignment; HW: Read 1.1
Week 2-Aug. 31-Sept. 3	Discuss 1.1; HW: Answer Analysis Question and Read 1.2 and 1.3	Discuss 1.2 and 1.3; HW: Answer Analysis Question and Read 1.4	Discuss 1.4	Chapter 1 Quiz; HW: Read 2.1 and 2.2 and answer Analysis Question
Week 3-Sept. 8-10	LABOR DAY HOLIDAY	Follow & Insight Assignment	Discuss 2.1 and 2.2; HW: Read 2.3	Discuss 2.3; HW: Read 2.4 and 2.5
Week 4-Sept. 14-17	Major and Career Alignment Assignment	Discuss 2.4 and 2.5	Chapter 2 Quiz; HW: Read 5.1	Work on Project
Week 5-Sept. 21-24	Discuss 5.1: HW: Finish Chapter 5	Discuss 5.2 and 5.3	Chapter 5 Quiz	Transitions Test (Chapters 1, 2, and 5); HW: Read 3.1 and 3.2
Week 6-Sept. 28-Oct. 1	Reach, Match, and Safety Schools Assignment	Discuss 3.1 and 3.2; HW: Read 3.3	Discuss 3.3; HW: Read 3.4	Discuss 3.4
Week 7-Oct. 5-8	College Research Mini-Research Assignment	Chapter 3 Quiz; HW: Read 4.1 and 4.2	Work on Project	Discuss 4.1 and Read, Annotate, and Discuss Cowan's Article
Week 8-Oct. 12-15	Resume Assignment	Discuss 4.2; HW: Read 4.3	Discuss 4.3; HW: Read 4.4 and 4.5	Chapter 4 Quiz
Week 9-Oct. 19-22	Recommendation Request Assignment	Academic Strategies Test (Chapters 3 and 4); HW: Read 6.1 and 6.2	Work on Project	Discuss 6.1 and 6.2; HW: Read 6.3 and 6.4

Week 10 Oct. 26-29	Discuss 6.3 and 6.4; HW: Read 6.5	Discuss 6.5; HW: Read 6.6	Discuss 6.6	Chapter 6 Quiz; HW: Read 7. 1
Week 11- Nov. 2-5	Discuss 7.1; HW: Read 7.2	Discuss 7.2; HW: Read 7.3	Discuss 7.3; HW: Read 7.4	Discuss 7.4
Week 12- Nov. 9-12	Chapter 7 Quiz; HW: Read 8.1	Work on Project	Discuss 8.1; HW: Read 8.2	Discuss 8.2; HW: Read 8.3
Week 13- Nov. 16-19	Discuss 8.3; HW: Read 8.4	Discuss 8.4	Personal Habits Test (Chapters 6-8)	Work on Project
Week 14- Nov. 23-26	THANKSGIVING BREAK	THANKSGIVING BREAK	THANKSGIVING BREAK	THANKSGIVING BREAK
Week 15- Nov. 30-Dec. 3	Work on Project	Final Exam (All Chapters)	Project Presentations	Project Presentations
Week 16- Dec. 7-10	Work on Project	Project Presentations	Project Presentations	Project Presentations

EDUC 1300.20F0
Learning Framework
Fall 2026 Sub Term B

Instructor: Dr. Ella Duren
Office: A104B
Phone: 903-782-0727
Email: eduren@parisjc.edu
Office Hours: Online

Meeting Location: Online
Meeting Days: Online
Meeting Times: By Appt.

Course Description:

EDUC - (Education) EDUC 1100 Learning Framework (1 SCH version) A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300) Note: (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.)
Prerequisite(s): None

Required Textbook(s) and Materials:

Our textbook for this class is *College Success* by OpenStax (2020).

A copy of this book can be found under the Start Here tab in your Black Board system.

Course Goals and Objectives:

EDUC Program Student Learning Outcomes:

1. Understand the importance of goal setting and build decision-making and goal setting skills.
2. Complete an inventory to determine personality type.
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18. Understand the benefits of service learning and citizenship responsibilities.
19. Develop team building skills.
20. Develop problem solving skills.

Course Map Table: CT-Critical Thinking, COM- Communication Skills, EQS- Empirical & Quantitative Skills, TW- Teamwork, PR- Personal Responsibility, SR- Social Responsibility

Course Objective	Program Outcome (PLO)	Texas Core Objective	Assignments / Modules
1. Goal setting & decision-making	PLO 1, PLO 5	CT, PR	Module 1 – Ch. 1–2 Assignment & Quiz
2. Personality inventory	PLO 1	CT	Module 1 Assignment
3. Critical thinking skills	PLO 3	CT	All Module Quizzes; Final Project
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20. Problem-solving skills	PLO 3	CT	All quizzes; Final Project

Course Requirements and Evaluation:

Required Activity:

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Grading Scale (Total: 1,385 points)

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Detection and Verification

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Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

Multi-Factor Authentication (MFA) Requirement for Students

To help protect student accounts and personal information, students are required to use **Multi-Factor Authentication (MFA)** when accessing college systems and online resources. MFA adds an extra layer of security by requiring users to verify their identity through a second method, a Microsoft Authenticator mobile app notification in addition to their password.

How to Use MFA:

1. Log in to your college account using your username and password.
2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Assignments List:

Module	Assignments Due	Completed
Start Here Tab or top of page	First Assignment Syllabus Quiz	☐
Module 1 – Foundation in Goal Setting & Self-Assessment	Time Management and Task Prioritization Assignment	☐
	Test 1	☐
	Discussion 1	☐
Module 2 – Personality Insights & Critical Thinking Foundations	Critical Thinking Scenario Assignment	☐
	Test 2	☐
	Discussion 2	☐
Module 3 – Learning Strategies, Note Taking & Study Skills	Choice Board	☐
	Studying, Memory, and Testing Assignment	☐
	Test 3	☐
	Discussion 3	☐
Module 4 – Time Management & Test Taking	AI Task Management Assignment	☐
	Midterm	☐
Module 5 – Career Exploration & Stress Management	Career Path Assignment	☐
	Test 4	☐
	Discussion 4	☐
Module 6 – Stress Management & Wellness	Wellness Break Assignment	☐
Module 7 & 8 – Final	Final Career Path Assignment	☐

EDUC 1301
Introduction to the Teaching Profession
Fall 2026

Instructor: Anita Comer
Office: Room 311, Cumby HS
Phone: 903-994-2260
Email: anita.comer@parisjc.edu
Office Hours: 7:30-8:00 AM

Meeting Location: Room 311
Meeting Days: Monday-Friday
Meeting Times: 6th period 1:05
7th period 2:00

COVID-19

Paris Junior College will continue to monitor and assess the COVID-19 impact on the communities served. Per CDC guidelines:

- All COVID-19 vaccines currently available in the United States have been shown to be safe and effective at preventing COVID-19. Getting vaccinated yourself may also protect people around you, [particularly people at increased risk for severe illness from COVID-19](#).
- Anyone on PJC campus/property will be expected to govern themselves by the CDC's cleaning and disinfection, hand hygiene, and respiratory etiquette.

Masks are no longer required on a PJC campus. However, if you have not been vaccinated, you should consider wearing a mask to protect your own health.

Course Description:

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

Credits: 3 credit hours

Prerequisite(s): N/A

Required Textbook(s) and Materials:

Kato, Sharleen L. (2016). Teaching, 2nd ed. Tinley Park, IL- The Goodheart-Willcox Company, Inc. ISBN: 978-1-63126-009-4 **(This is provided by Cumby Collegiate High School)**

Course Goals and Objectives:

Upon successful completion of this course, students will:

- 1. Identify current issues influencing the field of education and teacher professional development.*
- 2. Analyze the culture of schooling and classrooms from the perspectives of language, gender, socioeconomic, ethnic, and disability based academic diversity and equity.*
- 3. Provide examples from classroom observations and course activities that demonstrate understanding of educational pedagogy and professional responsibilities of teachers.*

4. Evaluate personal motivations, educational philosophies, and factors related to educational career decision making.
5. Recognize the various multiple intelligences/learning styles in order to be able to implement instructional practices that meet the needs of all students.

Course Schedule:

The class will meet on Monday through Friday in Room 311 with field hours in elementary and middle school.

Course Requirements and Evaluation:**Grading Criteria**

Attendance and Classroom Discussions/Assignments 10%

*Field Experience 20%

Reflection Paper on Field Experience 15%

Teaching Demonstration 10%

Philosophy of Education 15%

Cumulative Exam 10%

Student Portfolio 20%

Total Points 100%

Grading Scale: 90-100= A, 80-89= B, 70-79= C, 60-69= D, 59 - below=F

* Failure to complete the Field Experience will result in an F in this class.

Course Policies

Week 1- Introductions, Course Syllabus, Tech Skills

Week 2- Chapter 2 Becoming a Teacher

Week 3- Chapters 3-4- Early and Modern History of American Education

Week 4-Chapter 5- Schools and Society

Week 5- Chapter 9- Diverse Learning

Week 6- Chapter 10- Effective Teaching, Field Experience in Classroom

Week 7- Chapter 7- Planning for Instruction- Curriculum, Standards, and Testing, Field Experience

Week 8- Chapter 12- Instructional Methods, Teaching Demonstration-Field Experience

Week 9- Chapter 15- Classroom Management. Field Experience

Week 10- Philosophy of Education, Field Experience

Week 11- Chapter 14- The Role of Assessment

Week 12- Exam (Chapters in Textbook) Mid Term Grade Oct 16th

Week 13- Compile student portfolio

Week 14- Complete Observation Hours/Reflection Paper- Role of Ethics

Week 15- Complete student portfolio/Final Teacher Demonstration

Week 16- Submit ePortfolio, Finals Week December 9-10

Writing Assignments:

1. Student portfolio

2. Reflection Essay

Papers should be four pages long, 12 font, 1 inch margins with a small heading, APA format

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of "W" is Thursday, NOVEMBER 12th.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence**Ethical Considerations and Consequences for Misuse**

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Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

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Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

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MFA

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How to Use MFA:

1. Log in to your college account using your username and password.
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3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately

Dual credit students logging in to their high school wifi will not be required to complete the MFA process. Dual Credit students logging in anywhere else will be required to complete the MFA process.

**EDUC 1301.20E0
Intro To Teaching
Fall 2026 Sub term A**

Instructor: Dr. Ella Duren

Office: A104B

Phone: 903-782-0727

Email: eduren@parisjc.edu

Office Hours: *Online or other office appointments may be scheduled as needed.

Meeting Location: Online

Meeting Days: Online

Meeting Times: By Appt.

Course Description:

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

Credits: SCH = 3 lecture; SCH = 1 Lab

"This course is reading-intensive and may become overwhelming for students who do not effectively manage their time, particularly within the accelerated 8-week format. The course material will be covered at a rapid pace. The risk of falling behind increases if effective time management strategies are not used."

Prerequisite(s): None

Required Textbook(s) and Materials:

YOU DO NOT NEED TO BUY A TEXTBOOK FOR THIS COURSE IT IS PROVIDED

Foundations of American Education: A Critical Lens Melissa Wells and Courtney Clayton under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License

This course uses digital course materials designed using open education resources (OER), high-quality, openly licensed educational materials, rather than a traditional textbook. You can access all readings, videos, quizzes and other activities through our course site on BlackBoard. Students must have access to a computer with Internet access, word processing capabilities, and a flash drive to save documents and presentations.

Course Goals and Objectives:
EDUC Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Identify current issues influencing the field of education and teacher professional development.
2. Analyze the culture of schooling and classrooms from the perspectives of language, gender, socioeconomic, ethnic, and disability-based academic diversity and equity.
3. Provide examples from classroom observations and course activities that demonstrate understanding of educational pedagogy and professional responsibilities of teachers.
4. Evaluate personal motivations, educational philosophies, and factors related to educational career decision making.
5. Recognize the various multiple intelligences/learning styles in order to be able to implement instructional practices that meet the needs of all students.

EDUC 1301 ACGM SLOs paired with TTU Core Objectives

ACGM SLO	Best-fit TTU Core Objective(s)
Identify current issues influencing the field of education and teacher professional development	Critical Thinking Skills (CT) analysis of current issues; Personal Responsibility (PR) professional development ties to ethical/professional decision-making
Analyze the culture of schooling and classrooms from the perspectives of language, gender, socioeconomic, ethnic, and disability-based academic diversity and equity	Social Responsibility (SR) intercultural competence, equity; Critical Thinking Skills (CT) analysis
Provide examples from classroom observations and course activities that demonstrate understanding of educational pedagogy and professional responsibilities of teachers	Communication Skills (COM) expressing/demonstrating understanding; Personal Responsibility (PR) professional responsibilities
Evaluate personal motivations, educational philosophies, and factors related to educational career decision making	Personal Responsibility (PR) connecting choices/actions/consequences to decision-making; Critical Thinking Skills (CT) evaluation
Recognize the various multiple intelligences/learning styles in order to implement instructional practices that meet the needs of all students	Critical Thinking Skills (CT) — applying theory to instructional practice; Social Responsibility (SR) — meeting needs of all/diverse students

Assignments mapped to Student learning outcomes.

Assignment	Outcome(s) Addressed
Self-Reflection	1,5
Why Should I Be a Teacher?	1
Philosophy of Education	1
Texas Administrative Code of Ethics	1, 4
Timeline of Education in US Education	4
Source Information	3,4
Multiple Intelligences Survey	2
Classroom Culture Learning Climate	3,5
Field Work (16-hr classroom observation)	1,2,3,4,5

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD) 8/30/2026. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:
Field Experience:

This course must include a minimum of 16 contact hours of field experience in P-12 classroom.

Students must adhere to the school districts' dress code.

***Criminal Background Check**

A criminal background check is required for this course and has been prepaid in your course fees. For students who may have a criminal background, please be advised that the background could keep you from being licensed as a teacher by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Course Requirements and Evaluation:

Grading Scale:

668-742	90%-100%	A
594-667	80%-89%	B
520-593	70%-79%	C
446-519	60%-69%	D
445 and below	Below 60%	F

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is 10/1/2026.

Class Conduct:

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Academic Honesty:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI)

Ethical Considerations and Consequences for Misuse

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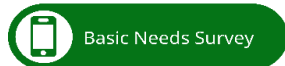
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How to Use MFA:

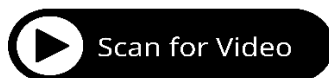
1. Log in to your college account using your username and password.
2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Course Schedule:

		Points
Assignments		
Self-Reflection		50
Timeline of Education in US Education		50
Texas Administrative Code of Ethics		50
Why Should I Be a Teacher?		50
Source Information		50
Multiple Intelligences Survey		50
Classroom Culture Learning Climate		50
Total		350
Tests		
Syllabus Quiz		10
Test 1		22
Test 2		22
Test 3		22
Test 4		22
Test 5		22
Test 6		22
Test 7-Final		50
Total		192
Other		
Paperwork		100
Philosophy of Education		100
Total		200
Total		742
668-742	90%-100%	A
594-667	80%-89%	B
520-593	70%-79%	C
446-519	60%-69%	D
445 and below	Below 60%	F

**EDUC 1301.20F0
Intro To Teaching
Fall 2026 Sub term B**

Instructor: Dr. Ella Duren

Office: A104B

Phone: 903-782-0727

Email: eduren@parisjc.edu

Office Hours: *Online or other office appointments may be scheduled as needed.

Meeting Location: Online

Meeting Days: Online

Meeting Times: By Appt.

Course Description:

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

Credits: SCH = 3 lecture; SCH = 1 Lab

"This course is reading-intensive and may become overwhelming for students who do not effectively manage their time, particularly within the accelerated 8-week format. The course material will be covered at a rapid pace. The risk of falling behind increases if effective time management strategies are not used."

Prerequisite(s): None

Required Textbook(s) and Materials:

YOU DO NOT NEED TO BUY A TEXTBOOK FOR THIS COURSE IT IS PROVIDED

Foundations of American Education: A Critical Lens Melissa Wells and Courtney Clayton under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License

This course uses digital course materials designed using open education resources (OER), high-quality, openly licensed educational materials, rather than a traditional textbook. You can access all readings, videos, quizzes and other activities through our course site on BlackBoard. Students must have access to a computer with Internet access, word processing capabilities, and a flash drive to save documents and presentations.

Course Goals and Objectives:
EDUC Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Identify current issues influencing the field of education and teacher professional development.
2. Analyze the culture of schooling and classrooms from the perspectives of language, gender, socioeconomic, ethnic, and disability-based academic diversity and equity.
3. Provide examples from classroom observations and course activities that demonstrate understanding of educational pedagogy and professional responsibilities of teachers.
4. Evaluate personal motivations, educational philosophies, and factors related to educational career decision making.
5. Recognize the various multiple intelligences/learning styles in order to be able to implement instructional practices that meet the needs of all students.

EDUC 1301 ACGM SLOs paired with TTU Core Objectives

ACGM SLO	Best-fit TTU Core Objective(s)
Identify current issues influencing the field of education and teacher professional development	Critical Thinking Skills (CT) analysis of current issues; Personal Responsibility (PR) professional development ties to ethical/professional decision-making
Analyze the culture of schooling and classrooms from the perspectives of language, gender, socioeconomic, ethnic, and disability-based academic diversity and equity	Social Responsibility (SR) intercultural competence, equity; Critical Thinking Skills (CT) analysis
Provide examples from classroom observations and course activities that demonstrate understanding of educational pedagogy and professional responsibilities of teachers	Communication Skills (COM) expressing/demonstrating understanding; Personal Responsibility (PR) professional responsibilities
Evaluate personal motivations, educational philosophies, and factors related to educational career decision making	Personal Responsibility (PR) connecting choices/actions/consequences to decision-making; Critical Thinking Skills (CT) evaluation
Recognize the various multiple intelligences/learning styles in order to implement instructional practices that meet the needs of all students	Critical Thinking Skills (CT) — applying theory to instructional practice; Social Responsibility (SR) — meeting needs of all/diverse students

Assignments mapped to Student learning outcomes.

Assignment	Outcome(s) Addressed
Self-Reflection	1,5
Why Should I Be a Teacher?	1
Philosophy of Education	1
Texas Administrative Code of Ethics	1, 4
Timeline of Education in US Education	4
Source Information	3,4
Multiple Intelligences Survey	2
Classroom Culture Learning Climate	3,5
Field Work (16-hr classroom observation)	1,2,3,4,5

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD) Oct.25. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:
Field Experience:

This course must include a minimum of 16 contact hours of field experience in P-12 classroom.

Students must adhere to the school districts' dress code.

***Criminal Background Check**

A criminal background check is required for this course and has been prepaid in your course fees. For students who may have a criminal background, please be advised that the background could keep you from being licensed as a teacher by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Course Requirements and Evaluation:

Grading Scale:

668-742	90%-100%	A
594-667	80%-89%	B
520-593	70%-79%	C
446-519	60%-69%	D
445 and below	Below 60%	F

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is 11/24/2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI)

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the

Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

Multi-Factor Authentication (MFA) Requirement for Students

To help protect student accounts and personal information, students are required to use **Multi-Factor Authentication (MFA)** when accessing college systems and online resources. MFA adds an extra layer of security by requiring users to verify their identity through a second method, a Microsoft Authenticator mobile app notification in addition to their password.

How to Use MFA:

1. Log in to your college account using your username and password.
2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

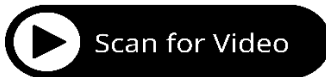


Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help

and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Course Schedule:

	Points
Assignments	
Self-Reflection	50
Timeline of Education in US Education	50
Texas Administrative Code of Ethics	50
Why Should I Be a Teacher?	50
Source Information	50
Multiple Intelligences Survey	50
Classroom Culture Learning Climate	50
Total	350
Tests	
Syllabus Quiz	10
Test 1	22
Test 2	22
Test 3	22
Test 4	22
Test 5	22
Test 6	22

Test 7-Final		50
Total		192
Other		
Paperwork		100
Philosophy of Education		100
Total		200
Total		742
668-742	90%-100%	A
594-667	80%-89%	B
520-593	70%-79%	C
446-519	60%-69%	D
445 and below	Below 60%	F

EDUC 2301.20F0
Introduction to Special Populations
Fall 2026 Sub term B

Instructor: Ella Duren
Office: 104 B FGC Paris
Phone: 903-782-0727
Email: eduren@parisjc.edu

Meeting Location: FGC 113
Meeting Days: Online
Meeting Times: As Needed

Office Hours: *Online or other office appointments may be scheduled as needed.

Course Description:

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301 Introduction to the Teaching Profession Credits: SCH = 3 lecture SCH = 1 lab

Required Textbook(s) and Materials:

There is NO required textbook for this class. Students must have access to a computer with Internet access, word processing capabilities, and a flash drive to save documents and presentations.

Course Goals and Objectives:

Course Learning Outcomes: Upon successful completion of this course, students will:

1. Describe the characteristics of exceptional learners (e.g. Learning Disabilities, Gifted and Talented), including legal implications.
2. Describe and analyze characteristics of diverse learners (e.g. language, gender, sexual orientation, race, and ethnicity) and how diversity impacts learning.
3. Describe the impact of socio-economic status on learning and creating equitable classrooms.
4. Demonstrate an understanding of the benefits and challenges of racial, ethnic, and other types of cultural diversity in the classroom.

EDUC 2301 ACGM SLOs paired with TTU Core Objectives

ACGM EDUC 2301 SLO	Best-fit TTU Core Objective(s)
Describe characteristics of exceptional learners, including legal implications	Critical Thinking Skills (CT); Personal Responsibility (PR)

ACGM EDUC 2301 SLO	Best-fit TTU Core Objective(s)
Describe/analyze characteristics of diverse learners and how diversity impacts learning	Critical Thinking Skills (CT); Social Responsibility (SR)
Describe impact of socio-economic status on learning; create equitable classrooms	Social Responsibility (SR); Personal Responsibility (PR)
Demonstrate understanding of benefits/challenges of racial, ethnic, cultural diversity	Social Responsibility (SR); Communication Skills (COM)

Course Requirements and Evaluation:

Assignment	Points
Syllabus Quiz/ Module 1	10
Quiz 1 Module 2	75
Quiz 2 Module 4 Midterm	25
Quiz 3 Module 6	25
Quiz 4 Module 8 Final	75
Category Total	210
IRIS Center Assignment/ Module 2	25
IRIS Center Assignment/ Module 4	25
IRIS Center Assignment/ Module 5	25
IRIS Center Assignment/ Module 6	25
Category Total	100
Choice Board 1 (5 Assignments)	125
Choice Board 2 (5 Assignments)	125
Choice Board 3 (3 Assignments)	125
EFE Reflection	200
EFE Paperwork	100
Lesson Plan Assignment	150
Category Total	825
Total	1135

Grading Scale: When an instructor uses the “1000 Point Grading System”, students can always figure out where they stand on the grading scale at any point throughout the semester by simply adding up the points they’ve earned. If students know how much the outstanding gradable

activities are worth, they can figure out how many points they need to earn in order to get the grade they want.

Course Policies:

Letter Grade	Point Range	($\approx$ %)
A	1022 – 1135	90–100%
B	908 – 1021	80–89%
C	795 – 907	70–79%
D	681 – 794	60–69%
F	0 – 680	below 60%

*** Failure to complete the Field Experience will result in an F in this class. Additionally, universities may not accept a “D” in this course as passing.**

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on (OCT 25) the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

This course must include a minimum of 16 contact hours of field experience in P-12 classroom.

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***Criminal Background Check**

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Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **November 24, 2026**.

Class Conduct:

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How to Use MFA:

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3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule:

Weeks	Module/Chapter	Actions Due
Week 1	• Intro to Course • Complete EFE Paperwork • Complete the Resources folder	• Read the course syllabus and requirements. • Syllabus Quiz • Submit Observation Paperwork • IRIS Center Registration • Choice Board Assignment-Exceptionalities • IRIS Center Assignment-<i>Inclusion of students with significant cognitive disabilities supports in the general education classroom.</i> • Lesson Plan Assignment Due in Week 8

Week 2 Module 1	Complete the Resources folder	- Read the course syllabus and requirements. EFE Paperwork make sure it is all turned in. - Complete Practice Quiz
Week 3 Module 2	Complete the Resources folder	- Read the course syllabus and requirements. - IRIS Center Assignment <i>Classroom Diversity an Intro to Student Differences</i> - Quiz 1
Week 4 Module 2	Complete the Resources folder	- Read the course syllabus and requirements. - Quiz 2/Midterm - Choice Board Assignments
Week 5 Module 3	Complete the Resources folder	- Read the course syllabus and requirements. - Choice Board Assignments- Poverty Set 1 - Quiz 3
Week 6 Module 3	Complete the Resources folder	- Read the course syllabus and requirements. - Choice Board Assignments- Poverty Set 2 - IRIS Center Assignment

		<i>Differentiated Instruction: Maximizing the Learning of All Students</i>
Week 7 Module 4	• Complete the Resources folder	• Read the course syllabus and requirements. • Lesson Planning Assignment • IRIS Center Assignment <i>RTI (Part 4) Putting it All Together</i>

EDUC1300.20E0
Learning Framework
Fall 2026 Sub Term A

Instructor: Dr. Ella Duren
Office: A104B
Phone: 903-782-0727
Email: eduren@parisjc.edu
Office Hours: Online

Meeting Location: Online
Meeting Days: Online
Meeting Times: By Appt.

Course Description:

EDUC - (Education) EDUC 1100 Learning Framework (1 SCH version) A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300) Note: (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.) Prerequisite(s): None

Required Textbook(s) and Materials:

Our textbook for this class is *College Success* by OpenStax (2020).

A copy of this book can be found under the Start Here tab in your Black Board system.

Course Goals and Objectives:

EDUC Program Student Learning Outcomes:

1. Understand the importance of goal setting and build decision-making and goal setting skills.
2. Complete an inventory to determine personality type.
3. Develop critical thinking skills.
4. Complete a learning inventory and identify your personal learning style.
5. Understand the educational degree requirements for different types of careers and occupations.
6. Complete an interest inventory to determine matches between your interests and skills and occupations and degrees.

7. Complete a degree plan in the certificate or degree area you plan to pursue.
8. Understand the causes of stress and ways to manage stress.
9. Understand how diet, nutrition, exercise and physical fitness affect your life.
10. Develop note taking skills.
11. Develop study skills.
12. Understand test taking strategies.
13. Develop time management skills.
14. Understand money, banking, and credit.
15. Understand basic saving and investing principles.
16. Understand a resume.
17. Understand basic job interview skills.
18. Understand the benefits of service learning and citizenship responsibilities.
19. Develop team building skills.
20. Develop problem solving skills.

Course Map Table: CT-Critical Thinking, COM- Communication Skills, EQS- Empirical & Quantitative Skills, TW- Teamwork, PR- Personal Responsibility, SR- Social Responsibility

Course Objective	Program Outcome (PLO)	Texas Core Objective	Assignments / Modules
1. Goal setting & decision-making	PLO 1, PLO 5	CT, PR	Module 1 – Ch. 1–2 Assignment & Quiz
2. Personality inventory	PLO 1	CT	Module 1 Assignment
3. Critical thinking skills	PLO 3	CT	All Module Quizzes; Final Project
4. Learning inventory & learning style	PLO 2, PLO 5	CT, PR	Module 2 – Ch. 3–4 Assignment
5. Degree requirements for careers	PLO 4	CT	Module 2 Assignment
6. Interest inventory for careers	PLO 4	CT	Module 3 – Ch. 5–6 Assignment
7. Complete a degree plan	PLO 4	CT, COM	Module 5 – Final Project
8. Stress & stress management	PLO 1	PR	Module 3 Assignment

9. Diet, nutrition, exercise & fitness	PLO 1	PR	Module 3 Quiz
10. Note-taking skills	PLO 2	CT	Module 2 Assignment
11. Study skills	PLO 2	CT, PR	Module 2 Assignment
12. Test-taking strategies	PLO 2	CT	Module 4 Assignment
13. Time management	PLO 2, PLO 5	PR	Module 4 Assignment
14. Money, banking & credit	PLO 5	CT, EQS, PR	Module 4 Quiz
15. Saving & investing	PLO 5	CT, EQS	Module 4 Assignment
16. Understand a resume	PLO 4	COM	Module 5 – Final Project
17. Job interview skills	PLO 4	COM, PR	Module 5 – Final Project
18. Service learning & citizenship	PLO 5	SR, PR	Module 4 Assignment
19. Team-building skills	PLO 5	TW	Module 3 Assignment
20. Problem-solving skills	PLO 3	CT	All quizzes; Final Project

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD) 8/30/2026. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Course Requirements and Evaluation:

Grading Scale (Total: 1,385 points)

Percentage Point Range Letter Grade

100–90%	1385 – 1247	A
89–80%	1246 – 1108	B
79–70%	1107 – 970	C
69–60%	969 – 831	D
59–0%	830 – 0	F

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is 10/1/2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI)**Ethical Considerations and Consequences for Misuse**

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

Multi-Factor Authentication (MFA) Requirement for Students

To help protect student accounts and personal information, students are required to use **Multi-Factor Authentication (MFA)** when accessing college systems and online resources. MFA adds an extra layer of security by requiring users to verify their identity through a second method, a Microsoft Authenticator mobile app notification in addition to their password.

How to Use MFA:

1. Log in to your college account using your username and password.
2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Assignments List:

Module	Assignments Due	Completed
Start Here Tab or top of page	First Assignment Syllabus Quiz	☐
Module 1 – Foundation in Goal Setting & Self-Assessment	Time Management and Task Prioritization Assignment	☐
	Test 1	☐
	Discussion 1	☐
Module 2 – Personality Insights & Critical Thinking Foundations	Critical Thinking Scenario Assignment	☐
	Test 2	☐
	Discussion 2	☐
Module 3 – Learning Strategies, Note Taking & Study Skills	Choice Board	☐
	Studying, Memory, and Testing Assignment	☐
	Test 3	☐
	Discussion 3	☐
Module 4 – Time Management & Test Taking	AI Task Management Assignment	☐
	Midterm	☐
Module 5 – Career Exploration & Stress Management	Career Path Assignment	☐
	Test 4	☐
	Discussion 4	☐
Module 6 – Stress Management & Wellness	Wellness Break Assignment	☐
Module 7 & 8 – Final	Final Career Path Assignment	☐



ENGL 1301.10H0
Composition I
Fall A 2026

Instructor: Dr. Marian Ellis
Office: MS 111F, Paris Campus
Phone: 903-782-0336
E-mail: mellis@parisjc.edu

Meeting Location: MS 112
Meeting Days: MW
Meeting Times: 9:30 AM-10:45 AM

Office Hours:
MW 8:00 AM - 9:15 AM; TR 9:30 AM - Noon; 1:30 PM - 2:45 PM

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Credits: 3 SCHs

TSI Requirement: Reading, 340 +; Writing, 4 or above

Prerequisites:

English/IRWS 0302 with a grade of C or above, or placement by department (based on admission information)

Required Textbook(s) and Materials:

Kirsznner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Bedford/St. Martin's, 2024. ISBN: 9781319411817

Bradbury, Ray. *Fahrenheit 451*. Any edition - A PDF version is provided within Blackboard.

Chromebook, MacBook, Computer or Laptop with a camera

Dragon Now Course Material Information

Required Course Materials

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
- Flex 2 Term: 10/28/2026
 - 1) Go to <https://ACCESSPortal.follett.com:443/1836>
 - 2) Create an account using your student email account
 - 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
 - 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

The general course goals of 1301 are to have students improve their writing abilities and increase their proficiency in critical reading and in writing nonfiction prose, with emphasis on narration, exposition, and persuasion.

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of the audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to the audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Focus:

Nonfiction essays/readings, modes of writing, MLA documentation, and a fictional novel

Course Requirements and Evaluation:

Methods of Course Instruction/Delivery: Writing assignments and exercises, group work, class discussions and assignments, tests or quizzes, lecture, and reading.

Semester Grade Determination:

In class assignments, quizzes, and attendance	10%
Essays (Narration-Description, Definition-Exemplification and Cause and Effect)	40%
Argumentation Research Essay (Required)	15%
Novel Exam	10%
Blackboard English Labs (Required)	15%
Final Exam Essay/ Compare/Contrast	10%
Total:	100%

A – 100 – 90

B – 89 – 80

C – 79 – 70

D – 69 – 60

F – 59 – 0

*Both the final exam and the argumentation-research essay are **required**; failure to complete either one will result in failure for the course.*

Evaluation rubrics are posted in Blackboard for each writing assignment.

***Final exam exemptions**

- Students with 4 or fewer absences and an essay average of 80 or higher may be exempted from the final exam.
- The remaining students will write a 5th essay at the time of the final and the grade will replace the lowest essay grade of the first 3 essays.
- The 6th essay grade will also count as the final exam grade.
- Averages for exempted students will not include a final exam grade.
- The exemption is not mandatory; students may choose to write the 5th essay

ENGL 1301 Labs (Online): Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under ANY circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:Email Response Time

If the email was sent Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday with the exception of holidays and closures.

Computer Skills

This course does not attempt to teach basic use of a computer. All students must be able to search the net, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Expectations

This course allows students who may be unable to attend class on a regular basis an opportunity to improve writing and reading skills and earn college credit. Assignments, exams, and expectations will be similar to those found in a regular classroom setting. Students should complete assignments by their due dates. Discussion postings are a requirement of the course and will be part of the final grade.

This course requires exams and essay assessments to be taken via Respondus Monitor (**lockdown browser with camera**). Students who cannot meet these expectations, must make arrangements to take their exam via the Paris JC Testing Center.

Technical Difficulties

Computer access is available at the following PJC locations. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

Basic Computer Requirements

1. As a general rule, a computer manufactured within the last five years is adequate.
2. In addition to the basic system requirements, some courses may also require flash drive, web cam, common application software such as (Word, PowerPoint, Excel), specialized software. Tablets and smart phones may not be adequate to perform all course functions.

Course Assignments

Students should complete all assignments by their assigned dates and should participate in discussions. All exams, quizzes, lab exercises, and papers assigned to the course must be completed in a timely manner as well. Discussion postings are a required part of this course and will be part of the final grade. Please submit all papers and other requirements in a timely manner. Finish Week/Lesson #1 before the start date of Lesson/Unit #2. All work must be finished by the listed deadline.

Late Assignments

Late assignments receive a 10 point deduction for each day that it is late. It is your responsibility to make sure all attachments have gone through. **If you submit the wrong attachment, your assignment will be counted late. The final essay/exam will NOT be accepted late.**

Submitting Assignments

All essays are submitted within Blackboard Ultra. If you are operating in a program other than Word, you will need to save your file as rich text format or pdf so that I can open the attachment. Do NOT submit as a Google Doc. If you have questions about how to do this, please feel free to contact me. If you are using a MacBook, you must convert your essay to a .docx., .pdf. or .rtf. I will not be able to open a .pages, and your essay will be counted late.

Essays that do not meet the length requirement will receive a grade of zero. The Works Cited pages, outlines, etc. do not count towards the length requirement. **In addition, papers that require documentation, must be properly documented (in MLA format) to receive a score higher than zero.**

Summary of Writing

This course requires a documented research paper in MLA style with sources provided. In addition, the course requires shorter essays as described above.

Exams

All quizzes or exams must be taken in class or arranged to be taken online via Blackboard Respondus Monitoring with a camera. Some make-up work may be required at a Paris JC Testing Center.

Tutoring

Tutor.com is provided through Paris JC Blackboard tools. The link is on the left menu bar of Blackboard once you enter the course. You can submit a paper for a 12 hour review by a tutor, OR you can schedule a live tutoring session. This is a FREE service to you. Also, you may email your essays along with the directions to the Paris JC Writing Lab at writingcenter@parisjc.edu. Additionally, CircleK Tutoring is

another tutoring tool that Paris JC has provided for you to be successful in your courses. It is also located in Blackboard.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, October 1, 2026.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

A research paper submitted without a works cited page (in MLA format) and/or without parenthetical citations constitutes plagiarism and will be subject to the above consequences. The paper grade will be a zero.

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

English AI Policy

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

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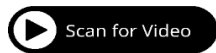
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 M-8/24/26 W-8/26/26	Lesson One Topic: What is academic writing?	1. Read the Syllabus. 2. Class Introductions 3. Review Blackboard and Online Lab Requirements. 4. Skim pages 1-98 in the text, Kirsznier's, <i>Patterns for College Writing 16th edition</i> . 5. Complete the Academic Writing Quiz. 6. Complete the Syllabus Quiz. 7. Complete Reading Check 1 8. Complete Labs: Pretest and Essay Organization in Blackboard. <u>Due: Saturday, Aug. 29th by 11:59pm</u>
Week 2 M-8/31/26 W-9/02/26	Lesson Two Topic: Structuring a College Essay: Narration and Description	1. Read the following pages and chapters: Narration pp. 99-112 and "My Mother Never Worked" pp. 119-122 and "Thirty-Eight Who Saw Murder Didn't Call the Police" pp. 124-127. 2. Read Description pp. 147-166, "Goodbye to My Twinkie Days" pp. 169-172 and "The Storm" pp. 193-197. 3. Watch the lecture videos in Blackboard: Narration and Description. 4. Complete Class Assignment: Reading Check 2. 5. Complete Labs: Thesis Statements and Topic Sentences. 6. Complete Essay 1 and include an MLA outline. <u>Due: Saturday, Sept. 5th by 11:59pm</u>
Weeks 3 & 4 M-No School W-9/09/26 M-9/14/26 W-9/16/26	Lesson Three Topic: Exemplification and Definition	1. Read Definition pp. 491-503, and watch the lecture videos in Blackboard. 2. Read "I Want a Wife" pp. 513-516 and "Stop Calling It Vocational Training" pp 517-519. 3. Read Exemplification pp. 201-215 and "The Challenge of Being Human in the Age of AI" pp. 219-221. 4. Review the information found on the Website, What is Plagiarism? www.plagiarism.org . 5. Complete Reading Check 3. 6. Complete Labs: Clause Structure, Sentence Types, Subject Verb Agreement, Sentence Fragments, Comma Splices, and Fused Sentences <u>Due: Saturday, Sept. 12th by 11:59pm</u> 7. Complete Essay 2, Exemplification and Definition. Submit in Blackboard. Be sure to include the MLA outline as your last page. <u>Due: Wednesday, Sept. 16th by 11:59pm</u>
Week 5 M-9/21/26 W-9/23/26	Lesson Four Topic: Cause and Effect	1. Read Cause and Effect pp. 315-331. 2. Read "A Peaceful Woman Explains Why She Carries a Gun" pp. 352-357. 3. Watch the lecture videos in Blackboard. 4. Complete Reading Check 4 5. Complete Labs: Verbs, Quotation Marks, and Parallelism

		6. Submit Essay 3 and the outline in Blackboard. <u>Due: Saturday, Sept. 26th by 11:59pm</u> Homework: Complete the reading of the novel, <i>Fahrenheit 451</i>.
Week 6 M-9/28/26 W-9/30/26	Lesson Five Argumentation, Research and Novel Unit Last day to withdraw with a "W" is Thursday, October 1st.	1. Read Chapters 16-18 in <i>Patterns: Finding and Evaluating Sources, Integrating Sources and Avoiding Plagiarism, and Documenting Sources: MLA,</i> pp. 713-762. 2. Read Argumentation on pages 533-560. Take a special mental note on the format of documenting sources found on these pages. 3. Watch the lecture videos in Blackboard. 4. Choose your research topic from the suggested list provided. 5. Novel Exam: <i>Fahrenheit 451</i>. 6. Submit Research Essay Outline <u>Due: Saturday, Oct. 3rd by 11:59pm</u>
Week 7 M-10/05/26 W-10/07/26	Lesson Five Continued... Topic: Argumentation and Research - Part Two	1. Complete Lab: Post Test. 2. Complete the Argumentative Research Paper and submit it in Blackboard. <u>Due: Wednesday, Oct. 7th by 11:59pm</u>
Week 8 W-10/14/26	Finals Week	1. Read in Kirsznier's, <i>Patterns for College Writing</i>, Comparison and Contrast pp. 371-390 and watch the lecture videos in Blackboard. 2. Complete the Final Exam Essay and submit it in Blackboard. 3. Submit all research essay corrections. <u>Due: Wednesday, Oct. 14th by 11:59pm</u>



**ENGL 1301.10H1
Composition I
Fall A 2026**

Instructor: Dr. Marian Ellis
Office: MS 111F, Paris Campus
Phone: 903-782-0336
E-mail: mellis@parisjc.edu

Meeting Location: MS 112
Meeting Days: TR
Meeting Times: 8:00 AM-9:15 AM

Office Hours:
MW 8:00 AM - 9:15 AM; TR 9:30 AM - Noon; 1:30 PM - 2:45 PM

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Credits: 3 SCHs

TSI Requirement: Reading, 340 +; Writing, 4 or above

Prerequisites:

English/IRWS 0302 with a grade of C or above, or placement by department (based on admission information)

Required Textbook(s) and Materials:

Kirsznner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Bedford/St. Martin's, 2024. ISBN: 9781319411817

Bradbury, Ray. *Fahrenheit 451*. Any edition - A PDF version is provided within Blackboard.

Chromebook, Computer or Laptop with a camera

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Required Course Materials

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

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- Fall Main & Flex 1 Term: 9/11/2026
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 - 1) Go to <https://ACCESSPortal.follett.com:443/1836>
 - 2) Create an account using your student email account
 - 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
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If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

The general course goals of 1301 are to have students improve their writing abilities and increase their proficiency in critical reading and in writing nonfiction prose, with emphasis on narration, exposition, and persuasion.

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of the audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to the audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Focus:

Nonfiction essays/readings, modes of writing, MLA documentation, and a fictional novel

Course Requirements and Evaluation:

Methods of Course Instruction/Delivery: Writing assignments and exercises, group work, class discussions and assignments, tests or quizzes, lecture, and reading.

Semester Grade Determination:

In class assignments, quizzes, and attendance	10%
Essays (Narration-Description, Definition-Exemplification and Cause and Effect)	40%
Argumentation Research Essay (Required)	15%
Novel Exam	10%
Blackboard English Labs (Required)	15%
Final Exam Essay/Compare and Contrast	10%
Total:	100%

A – 100 – 90

B – 89 – 80

C – 79 – 70

D – 69 – 60

F – 59 – 0

*Both the final exam and the argumentation-research essay are **required**; failure to complete either one will result in failure for the course.*

Evaluation rubrics are posted in Blackboard for each writing assignment.

***Final exam exemptions**

- Students with 4 or fewer absences and an essay average of 80 or higher may be exempted from the final exam.
- The remaining students will write a 5th essay at the time of the final and the grade will replace the lowest essay grade of the first 3 essays.
- The 5th essay grade will also count as the final exam grade.
- Averages for exempted students will not include a final exam grade.
- The exemption is not mandatory; students may choose to write the 5th essay

ENGL 1301 Labs (Online): Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under **ANY** circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:Email Response Time

If the email was sent Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday with the exception of holidays and closures.

Computer Skills

This course does not attempt to teach basic use of a computer. All students must be able to search the net, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Expectations

This course allows students who may be unable to attend class on a regular basis an opportunity to improve writing and reading skills and earn college credit. Assignments, exams, and expectations will be similar to those found in a regular classroom setting. Students should complete assignments by their due dates. Discussion postings are a requirement of the course and will be part of the final grade.

This course requires exams and essay assessments to be taken via Respondus Monitor (**lockdown browser with camera**). Students who cannot meet these expectations, must make arrangements to take their exam via the Paris JC Testing Center.

Technical Difficulties

Computer access is available at the following PJC locations. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

Basic Computer Requirements

1. As a general rule, a computer manufactured within the last five years is adequate.
2. In addition to the basic system requirements, some courses may also require flash drive, web cam, common application software such as (Word, PowerPoint, Excel), specialized software. Tablets and smart phones may not be adequate to perform all course functions.

Course Assignments

Students should complete all assignments by their assigned dates and should participate in discussions. All exams, quizzes, lab exercises, and papers assigned to the course must be completed in a timely manner as well. Discussion postings are a required part of this course and will be part of the final grade. Please submit all papers and other requirements in a timely manner. Finish Week/Lesson#1 before the start date of Lesson #2. All work must be finished by the listed deadline.

Late Assignments

Late assignments receive a 10 point deduction for each day that it is late. It is your responsibility to make sure all attachments have gone through. **If you submit the wrong attachment, your assignment will be counted late. The final essay/exam will NOT be accepted late.**

Submitting Assignments

All essays are submitted within Blackboard Ultra. If you are operating in a program other than Word, you will need to save your file as rich text format or pdf so that I can open the attachment. Do NOT submit as a Google Doc. If you have questions about how to do this, please feel free to contact me. If you are using a MacBook, you must convert your essay to a .docx., .pdf. or .rtf. I will not be able to open a .pages, and your essay will be counted late.

Essays that do not meet the length requirement will receive a grade of zero. The Works Cited pages, outlines, etc. do not count towards the length requirement. **In addition, papers that require documentation, must be properly documented (in MLA format) to receive a score higher than zero.**

Summary of Writing

This course requires a documented research paper in MLA style with sources provided. In addition, the course requires shorter essays as described above.

Exams

All quizzes or exams must be taken in class or arranged to be taken online via Blackboard Respondus Monitoring with a camera. Some make-up work may be required at a Paris JC Testing Center.

Tutoring

Tutor.com is provided through Paris JC Blackboard tools. The link is on the left menu bar of Blackboard once you enter the course. You can submit a paper for a 12 hour review by a tutor, OR you can schedule a live tutoring session. This is a FREE service to you. Also, you may email your essays along with the directions to the Paris JC Writing Lab at writingcenter@parisjc.edu. Additionally, CircleK Tutoring is

another tutoring tool that Paris JC has provided for you to be successful in your courses. It is also located in Blackboard.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, October 1, 2026.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

A research paper submitted without a works cited page (in MLA format) and/or without parenthetical citations constitutes plagiarism and will be subject to the above consequences. The paper grade will be a zero.

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

English AI Policy

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

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ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the

Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

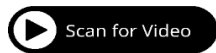
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 T-8/25/26 R-8/27/26	Lesson One Topic: What is academic writing?	1. Read the Syllabus. 2. Class Introductions 3. Review Blackboard and Online Lab Requirements. 4. Skim pages 1-98 in the text, Kirsznier's, <i>Patterns for College Writing 16th edition</i> . 5. Complete the Academic Writing Quiz. 6. Complete the Syllabus Quiz. 7. Complete Reading Check Number 1 8. Complete Labs: Pretest and Essay Organization in Blackboard. <u>Due: Saturday, Aug. 29th by 11:59pm</u>
Week 2 T-9/01/26 R-9/03/26	Lesson Two Topic: Structuring a College Essay: Narration and Description ORD is Aug. 31st.	1. Read the following pages and chapters: Narration pp. 99-112 and "My Mother Never Worked" pp. 119-122 and "Thirty-Eight Who Saw Murder Didn't Call the Police" pp. 124-127. 2. Read Description pp. 147-166, "Goodbye to My Twinkie Days" pp. 169-172 and "The Storm" pp. 193-197. 3. Watch the lecture videos in Blackboard: Narration and Description. 4. Complete Class Assignment: Reading Check Number 2. 5. Complete Labs: Thesis Statements and Topic Sentences. 6. Complete Essay 1 and include an MLA outline. <u>Due: Saturday, Sept. 5th by 11:59pm</u>
Week 3 T-9/08/26 R-9/10/26	Lesson Three Topic: Exemplification and Definition	1. Read Definition pp. 491-503, and watch the lecture videos in Blackboard. 2. Read "I Want a Wife" pp. 513-516 and "Stop Calling It Vocational Training" pp 517-519. 3. Read Exemplification pp. 201-215 and "The Challenge of Being Human in the Age of AI" pp. 219-221. 4. Review the information found on the Website, What is Plagiarism? www.plagiarism.org . 5. Complete Reading Check Number 3. 6. Complete Labs: Clause Structure, Sentence Types, and Subject Verb Agreement 7. Complete Essay 2, Exemplification and Definition. Submit in Blackboard. Be sure to include the MLA outline as your last page. <u>Due: Saturday, Sept. 12th by 11:59pm</u>
Week 4 T-9/15/26 R-9/17/26	Lesson Four Topic: Cause and Effect Midterm Grades – Sept. 18th	1. Read Cause and Effect pp. 315-331. Then read "A Peaceful Woman Explains Why She Carries a Gun" pp. 352-357. Watch the lecture videos in Blackboard. 2. Complete Reading Check Number 4. 3. Complete Labs: Sentence Fragments, Comma Splices, and Fused Sentences. 4. Complete Essay 3 and submit it in Blackboard. <u>Due: Saturday, Sept. 19th by 11:59pm</u>

		*Homework: Complete the reading of the novel, <i>Fahrenheit 451</i> , before the next class meeting.
Week 5 T-9/22/26 R-9/24/26	Week 5: Lesson Five Argumentation, Research, and Novel Unit, Part One	1. Read Chapters 16-18 in <i>Patterns: Finding and Evaluating Sources, Integrating Sources and Avoiding Plagiarism, and Documenting Sources: MLA</i>, pp. 713-762 2. Reading Check Number 5. 3. Choose your research topic from the suggested list provided. 4. <u>Novel Exam: <i>Fahrenheit 451</i> in class on Thursday, Sept. 24th.</u>
Week 6 T-9/29/26 R-10/01/26	Week 6: Lesson Five Argumentation, Research, Part Two Last day to withdraw with a "W" is Thursday, October 1st.	1. Read Argumentation on pages 533-560. Take a special mental note on the format of documenting sources found on these pages. 2. Watch the lecture videos in Blackboard. 3. Submit Research Essay Outline <u>Due: Saturday, Oct. 3rd by 11:59pm</u>
Week 7 T-10/06/26 R-10/08/26	Week 7 - Lesson Five Continued... Topic: Argumentation and Research - Part Three	1. Complete Lab: Post Test. 2. Complete the Argumentative Research Paper and submit it in Blackboard. <u>Due: Thursday, Oct. 8th by 11:59pm</u>
Week 8 R-10/15/26	Week 8 - Finals Week	1. Read in Kirsznier's, <i>Patterns for College Writing</i>, Comparison and Contrast pp. 371-390 and watch the lecture videos in Blackboard. 2. Complete the Final Exam Essay and submit it in Blackboard. 3. Submit all research essay corrections. <u>Due: Thursday Oct. 15th by 11:59pm</u>



**ENGL 1301.10J0
Composition I
Fall B 2026**

Instructor: Dr. Marian Ellis
Office: MS 111F, Paris Campus
Phone: 903-782-0336
E-mail: mellis@parisjc.edu
Office Hours:
MW: 8:00 AM - 9:15 AM; TR 8:00 AM – 10:45 AM; 1:30 PM - 2:30 PM

Meeting Location: MS 112
Meeting Days: MW
Meeting Times: 9:30 AM-10:45 AM

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Credits: 3 SCHs

TSI Requirement: Reading, 340 +; Writing, 4 or above

Prerequisites:

English/IRWS 0302 with a grade of C or above, or placement by department (based on admission information)

Required Textbook(s) and Materials:

Kirszner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Bedford/St. Martin's, 2024. ISBN: 9781319411817

Bradbury, Ray. *Fahrenheit 451*. Any edition - A PDF version is provided within Blackboard.

Chromebook, MacBook, Computer or Laptop with a camera

Dragon Now Course Material Information

Required Course Materials

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
- Flex 2 Term: 10/28/2026
 - 1) Go to <https://ACCESSPortal.follett.com:443/1836>
 - 2) Create an account using your student email account
 - 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
 - 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and

will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

The general course goals of 1301 are to have students improve their writing abilities and increase their proficiency in critical reading and in writing nonfiction prose, with emphasis on narration, exposition, and persuasion.

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of the audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to the audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Focus:

Nonfiction essays/readings, modes of writing, MLA documentation, and a fictional novel

Course Requirements and Evaluation:

Methods of Course Instruction/Delivery: Writing assignments and exercises, group work, class discussions and assignments, tests or quizzes, lecture, and reading.

Semester Grade Determination:

In class assignments, quizzes, and attendance	10%
Essays (Narration-Description, Definition-Exemplification and Cause and Effect)	40%
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*Both the final exam and the argumentation-research essay are **required**; failure to complete either one will result in failure for the course.*

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Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

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This course does not attempt to teach basic use of a computer. All students must be able to search the net, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

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This course allows students who may be unable to attend class on a regular basis an opportunity to improve writing and reading skills and earn college credit. Assignments, exams, and expectations will be similar to those found in a regular classroom setting. Students should complete assignments by their due dates. Discussion postings are a requirement of the course and will be part of the final grade.

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

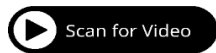
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 M-10/19/26 W-10/21/26	Lesson One Topic: What is academic writing?	1. Read the Syllabus. 2. Class Introductions 3. Review Blackboard and Online Lab Requirements. 4. Skim pages 1-98 in the text, Kirsznner's, <i>Patterns for College Writing 16th edition</i>. 5. Complete the Academic Writing Quiz. 6. Complete the Syllabus Quiz. 7. Complete Reading Check 1 8. Complete Labs: Pretest and Essay Organization in Blackboard. Due: Saturday, Oct. 24th by 11:59pm <i>Students who fail to complete Lesson One will be dropped for non-participation on Oct. 26th.</i>
Week 2 M-10/26/26 W-10/28/26	Lesson Two Topic: Structuring a College Essay: Narration and Description ORD is Oct. 26th.	1. Read the following pages and chapters: Narration pp. 99-112 and "My Mother Never Worked" pp. 119-122 and "Thirty-Eight Who Saw Murder Didn't Call the Police" pp. 124-127. 2. Read Description pp. 147-166, "Goodbye to My Twinkie Days" pp. 169-172 and "The Storm" pp. 193-197. 3. Watch the lecture videos in Blackboard: Narration and Description. 4. Complete Class Assignment: Reading Check 2. 5. Complete Labs: Thesis Statements and Topic Sentences. 6. Complete Essay 1 and include an MLA outline. Due: Saturday, Oct. 31st by 11:59pm
Week 3 M-11/02/26 W-11/04/26	Lesson Three Topic: Exemplification and Definition	1. Read Definition pp. 491-503, and watch the lecture videos in Blackboard. 2. Read "I Want a Wife" pp. 513-516 and "Stop Calling It Vocational Training" pp 517-519. 3. Read Exemplification pp. 201-215 and "The Challenge of Being Human in the Age of AI" pp. 219-221. 4. Review the information found on the Website, What is Plagiarism? www.plagiarism.org. 5. Complete Reading Check Number 3. 6. Complete Labs: Clause Structure, Sentence Types, and Subject Verb Agreement 7. Complete Essay 2, Exemplification and Definition. Submit in Blackboard. Be sure to include the MLA outline as your last page. Due: Saturday, Nov. 7th by 11:59pm
Week 4 M-11/09/26 W-11/11/26	Lesson Four Topic: Cause and Effect Midterm Grades – Nov. 13th	1. Read Cause and Effect pp. 315-331. Then read "A Peaceful Woman Explains Why She Carries a Gun" pp. 352-357. Watch the lecture videos in Blackboard. 2. Complete Reading Check Number 4. 3. Complete Labs: Sentence Fragments, Comma Splices, and Fused Sentences. 4. Complete Essay 3 and submit it in Blackboard. Due: Saturday, Nov. 14th by 11:59pm

		*Homework: Complete the reading of the novel, <i>Fahrenheit 451</i> , before the next class meeting.
Week 5 M-11/16/26 W-11/18/26	Lesson Five Argumentation, Research and Novel Unit	1. Read Chapters 16-18 in <i>Patterns: Finding and Evaluating Sources, Integrating Sources and Avoiding Plagiarism, and Documenting Sources: MLA</i>, pp. 713-762. 2. Read Argumentation on pages 533-560. Take a special mental note on the format of documenting sources found on these pages. 3. Watch the lecture videos in Blackboard. 4. Choose your research topic from the suggested list provided. 5. Novel Exam: <i>Fahrenheit 451</i>. 6. Submit Research Essay Outline Due: Saturday, Nov. 21st by 11:59pm
Weeks 6 & 7 M-11/23/26 W-No School M-11/30/26 W-12/02/26	Lesson Five Continued... Topic: Argumentation and Research - Part Two Last day to withdraw with a "W" is Tuesday, Nov. 24th.	1. Complete Lab: Post Test. 2. Complete the Argumentative Research Paper and submit it in Blackboard. Due: Wednesday, Dec. 2nd by 11:59pm
Week 8 W-12/09/26	Finals Week	The final exam essay is for students who are NOT exempt. This is an in-class essay to be held on Wednesday, Dec. 9th. Before class - 1. Read in Kirsznner's, <i>Patterns for College Writing</i>, Comparison and Contrast pp. 371-390 and watch the lecture videos in Blackboard. 2. Complete the Final Exam Essay and submit it in Blackboard. 3. Any approved research corrections must be submitted by this date.



**ENGL 1301.10J1
Composition I
Fall B 2026**

Instructor: Dr. Marian Ellis
Office: MS 111F, Paris Campus
Phone: 903-782-0336
E-mail: mellis@parisjc.edu
Office Hours:
MW: 8:00 AM - 9:15 AM; TR 8:00 AM – 10:45 AM; 1:30 PM - 2:30 PM

Meeting Location: MS 116
Meeting Days: TR
Meeting Times: 11:00 AM-12:15 PM

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Credits: 3 SCHs

TSI Requirement: Reading, 340 +; Writing, 4 or above

Prerequisites:

English/IRWS 0302 with a grade of C or above, or placement by department (based on admission information)

Required Textbook(s) and Materials:

Kirszner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Bedford/St. Martin's, 2024. ISBN: 9781319411817

Bradbury, Ray. *Fahrenheit 451*. Any edition - A PDF version is provided within Blackboard.

Chromebook, MacBook, Computer or Laptop with a camera

Dragon Now Course Material Information

Required Course Materials

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
- Flex 2 Term: 10/28/2026
 - 1) Go to <https://ACCESSPortal.follett.com:443/1836>
 - 2) Create an account using your student email account
 - 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
 - 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and

will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

The general course goals of 1301 are to have students improve their writing abilities and increase their proficiency in critical reading and in writing nonfiction prose, with emphasis on narration, exposition, and persuasion.

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of the audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to the audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Focus:

Nonfiction essays/readings, modes of writing, MLA documentation, and a fictional novel

Course Requirements and Evaluation:

Methods of Course Instruction/Delivery: Writing assignments and exercises, group work, class discussions and assignments, tests or quizzes, lecture, and reading.

Semester Grade Determination:

In class assignments, quizzes, and attendance	10%
Essays (Narration-Description, Definition-Exemplification and Cause and Effect)	40%
Argumentation Research Essay (Required)	15%
Novel Exam	10%
Blackboard English Labs (Required)	15%
Final Exam Essay/ Compare/Contrast	10%
Total:	100%

A – 100 – 90

B – 89 – 80

C – 79 – 70

D – 69 – 60

F – 59 – 0

*Both the final exam and the argumentation-research essay are **required**; failure to complete either one will result in failure for the course.*

Evaluation rubrics are posted in Blackboard for each writing assignment.

***Final exam exemptions**

- Students with 4 or fewer absences and an essay average of 80 or higher may be exempted from the final exam.
- The remaining students will write a 5th essay at the time of the final and the grade will replace the lowest essay grade of the first 3 essays.
- The 6th essay grade will also count as the final exam grade.
- Averages for exempted students will not include a final exam grade.
- The exemption is not mandatory; students may choose to write the 5th essay

ENGL 1301 Labs (Online): Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under **ANY** circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:Email Response Time

If the email was sent Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday with the exception of holidays and closures.

Computer Skills

This course does not attempt to teach basic use of a computer. All students must be able to search the net, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Expectations

This course allows students who may be unable to attend class on a regular basis an opportunity to improve writing and reading skills and earn college credit. Assignments, exams, and expectations will be similar to those found in a regular classroom setting. Students should complete assignments by their due dates. Discussion postings are a requirement of the course and will be part of the final grade.

This course requires exams and essay assessments to be taken via Respondus Monitor (**lockdown browser with camera**). Students who cannot meet these expectations, must make arrangements to take their exam via the Paris JC Testing Center.

Technical Difficulties

Computer access is available at the following PJC locations. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

Basic Computer Requirements

1. As a general rule, a computer manufactured within the last five years is adequate.
2. In addition to the basic system requirements, some courses may also require flash drive, web cam, common application software such as (Word, PowerPoint, Excel), specialized software. Tablets and smart phones may not be adequate to perform all course functions.

Course Assignments

Students should complete all assignments by their assigned dates and should participate in discussions. All exams, quizzes, lab exercises, and papers assigned to the course must be completed in a timely manner as well. Discussion postings are a required part of this course and will be part of the final grade. Please submit all papers and other requirements in a timely manner. Finish Week/Lesson #1 before the start date of Lesson/Unit #2. All work must be finished by the listed deadline.

Late Assignments

Late assignments receive a 10 point deduction for each day that it is late. It is your responsibility to make sure all attachments have gone through. **If you submit the wrong attachment, your assignment will be counted late. The final essay/exam will NOT be accepted late.**

Submitting Assignments

All essays are submitted within Blackboard Ultra. If you are operating in a program other than Word, you will need to save your file as rich text format or pdf so that I can open the attachment. Do NOT submit as a Google Doc. If you have questions about how to do this, please feel free to contact me. If you are using a MacBook, you must convert your essay to a .docx., .pdf. or .rtf. I will not be able to open a .pages, and your essay will be counted late.

Essays that do not meet the length requirement will receive a grade of zero. The Works Cited pages, outlines, etc. do not count towards the length requirement. **In addition, papers that require documentation, must be properly documented (in MLA format) to receive a score higher than zero.**

Summary of Writing

This course requires a documented research paper in MLA style with sources provided. In addition, the course requires shorter essays as described above.

Exams

All quizzes or exams must be taken in class or arranged to be taken online via Blackboard Respondus Monitoring with a camera. Some make-up work may be required at a Paris JC Testing Center.

Tutoring

Tutor.com is provided through Paris JC Blackboard tools. The link is on the left menu bar of Blackboard once you enter the course. You can submit a paper for a 12 hour review by a tutor, OR you can schedule a live tutoring session. This is a FREE service to you. Also, you may email your essays along with the directions to the Paris JC Writing Lab at writingcenter@parisjc.edu. Additionally, CircleK Tutoring is

another tutoring tool that Paris JC has provided for you to be successful in your courses. It is also located in Blackboard.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Tuesday, Nov 24, 2026.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

A research paper submitted without a works cited page (in MLA format) and/or without parenthetical citations constitutes plagiarism and will be subject to the above consequences. The paper grade will be a zero.

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

English AI Policy

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the

Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

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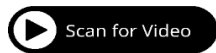
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Week 2 T-10/27/26 R-10/29/26	Lesson Two Topic: Structuring a College Essay: Narration and Description ORD is Oct. 26th.	1. Read the following pages and chapters: Narration pp. 99-112 and "My Mother Never Worked" pp. 119-122 and "Thirty-Eight Who Saw Murder Didn't Call the Police" pp. 124-127. 2. Read Description pp. 147-166, "Goodbye to My Twinkie Days" pp. 169-172 and "The Storm" pp. 193-197. 3. Watch the lecture videos in Blackboard: Narration and Description. 4. Complete Class Assignment: Reading Check 2. 5. Complete Labs: Thesis Statements and Topic Sentences. 6. Complete Essay 1 and include an MLA outline. Due: Saturday, Oct. 31st by 11:59pm
Week 3 T-11/03/26 R-11/05/26	Lesson Three Topic: Exemplification and Definition	1. Read Definition pp. 491-503, and watch the lecture videos in Blackboard. 2. Read "I Want a Wife" pp. 513-516 and "Stop Calling It Vocational Training" pp 517-519. 3. Read Exemplification pp. 201-215 and "The Challenge of Being Human in the Age of AI" pp. 219-221. 4. Review the information found on the Website, What is Plagiarism? www.plagiarism.org . 5. Complete Reading Check Number 3. 6. Complete Labs: Clause Structure, Sentence Types, and Subject Verb Agreement 7. Complete Essay 2, Exemplification and Definition. Submit in Blackboard. Be sure to include the MLA outline as your last page. Due: Saturday, Nov. 7th by 11:59pm
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		*Homework: Complete the reading of the novel, <i>Fahrenheit 451</i> , before the next class meeting.
Week 5 T-11/17/26 R-11/19/26	Lesson Five Argumentation, Research and Novel Unit	1. Read Chapters 16-18 in <i>Patterns: Finding and Evaluating Sources, Integrating Sources and Avoiding Plagiarism, and Documenting Sources: MLA</i>, pp. 713-762. 2. Read Argumentation on pages 533-560. Take a special mental note on the format of documenting sources found on these pages. 3. Watch the lecture videos in Blackboard. 4. Choose your research topic from the suggested list provided. 5. Novel Exam: <i>Fahrenheit 451</i>. 6. Submit Research Essay Outline <u>Due: Saturday, Nov. 21st by 11:59pm</u>
Weeks 6 & 7 T-11/24/26 R-No School T-12/01/26 R-12/03/26	Lesson Five Continued... Topic: Argumentation and Research - Part Two Last day to withdraw with a "W" is Tuesday, Nov. 24th.	1. Complete Lab: Post Test. 2. Complete the Argumentative Research Paper and submit it in Blackboard. <u>Due: Tuesday, Dec. 1st by 11:59pm</u> <u>3. *Review Research Essay corrections.</u>
Week 8 R-12/10/26	Finals Week	The final exam essay is for students who are NOT exempt. This is an in-class essay to be held on Wednesday, Dec. 9th. Before class - 1. Read in Kirsznner's, <i>Patterns for College Writing</i>, Comparison and Contrast pp. 371-390 and watch the lecture videos in Blackboard. 2. Complete the Final Exam Essay and submit it in Blackboard. 3. Any approved research corrections must be submitted by this date.



ENGL 1302.20E0
Composition II
Fall A 2026

Instructor: Dr. Marian Ellis
Office: MS 111F, Paris Campus
Phone: 903-782-0336
E-mail: mellis@parisjc.edu
Office Hours:
MW 8:00 AM - 9:15 AM; TR 9:30 AM - Noon; 1:30 PM - 2:45 PM

Meeting Location: Online
Meeting Days: Weekly
Meeting Times: Online

Course Description:

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Credits: 3CHs

TSI Requirement: Reading, 341+; Writing, 4 or above

Prerequisite: ENGL 1301 or its equivalent

Required Textbook(s) and Materials:

Book Title: Arguing about Literature: A Guide and Reader

Editors: John Schilb and John Clifford

Publisher: Bedford/St. Martins

Edition/Year: 4th edition, 2024

ISBN: 9781319331719

Chromebook, Computer or Laptop with a camera

Purdue Owl site for MLA Documentation

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

Dragon Now Course Material Information

Required Course Materials

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

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Foundational Component Area: Communication

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persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of the audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.

3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1302 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

Focus

Fiction (short story, poetry, drama); literary analysis/criticism; research; MLA documentation

Course Requirements and Evaluation:

Grade Determination:

Exams=25% (Poetry, Drama, & Short Story); this course requires exams to be taken at a PJC campus testing center or via Respondus Monitoring (proctoring service through Blackboard)

Writing=45% (Short Story Critical Evaluation Essay, Poetry Explication, Drama Synthesis Essay, Research Argumentation Essay, Analytic Final Exam Essay)

*Rubrics for each writing assignment are posted with the assignment in BB.

1302 Lab Exercises=15%

Discussion=15% (Posts, both original and responses, should be at least one full paragraph of approximately 100 words each.)

A – 100 – 90
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 C – 79 – 70
 D – 69 – 60
 F – 59 – 0

The research paper and the final exam are both requirements for the course. Failure to complete either will result in failure of the course. Quizzes and exams are timed. Reading should be completed PRIOR to opening the quiz/exam.

***Final exam exemptions**

- o Students with an essay average of 80 or higher may be exempted from the final exam.
- o The remaining students will write a 5th essay at the time of the final and the grade will replace the lowest essay grade of the first 3 essays.
- o The 4th essay grade will also count as the final exam grade.
- o Averages for exempted students will not include a final exam grade.
- o The exemption is not mandatory; students may choose to write the 4th essay.

ENGL 1302 Labs (Online)

Online lab assignments are a required component for all ENGL 1302 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs MUST be completed by the stated due dates. They will NOT be reopened under ANY circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours.

Discussion Postings

Discussion postings are a required part of the course. The purpose of the discussions is to help broaden your understanding of the reading assignments. You should respond to at least one other classmate's post for every discussion assignment. Both posts must be at least 100 words.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Email Response Time

If the email was sent Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday with the exception of holidays and closures.

Computer Skills

This course does not attempt to teach basic use of a computer. All students must be able to search the net, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Expectations

This course allows students who may be unable to attend class on a regular basis an opportunity to improve writing and reading skills and earn college credit. Assignments, exams, and expectations will be similar to those found in a regular classroom setting. Students should complete assignments by their due dates. Discussion postings are a requirement of the course and will be part of the final grade.

This course requires exams and essay assessments to be taken via Respondus Monitor **(lockdown browser with camera)**. Students who cannot meet these expectations, must make arrangements to take their exam via the Paris JC Testing Center.

Technical Difficulties

Computer access is available at the following PJC locations. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

Basic Computer Requirements

1. As a general rule, a computer manufactured within the last five years is adequate.
2. In addition to the basic system requirements, some courses may also require flash drive, web cam, common application software such as (Word, PowerPoint, Excel), specialized software. Tablets and smart phones may not be adequate to perform all course functions.

Course Assignments

Students should complete all assignments by their assigned dates and should participate in discussions. All exams, quizzes, lab exercises, and papers assigned to the course must be completed in a timely manner as well. Discussion postings are a required part of this course and will be part of the final grade.

Please submit all papers and other requirements in a timely manner. Finish Unit #1 before the start date of Unit #2. All work must be finished by the listed deadline.

Late Assignments

Late assignments receive a 10 point deduction for each day that it is late. It is your responsibility to make sure all attachments have gone through. **If you submit the wrong attachment, your assignment will be counted late. The final essay/exam will NOT be accepted late.**

Submitting Assignments

Submit all writing assignments to the "Essay Submissions within the Unit Folder. If you are operating in a program other than Word, you will need to save your file as rich text format or pdf so that I can open the attachment. Do NOT submit as a Google Doc. If you have questions about how to do this, please feel free to contact me. If you are using a Macbook, you must convert your essay to a .docx., .pdf. or .rtf. I will not be able to open a .pages, and your essay will be counted late.

Essays that do not meet the length requirement will receive a grade of zero. The Works Cited pages, outlines, etc. do not count towards the length requirement. **In addition, papers that require documentation, must be properly documented (in MLA format) to receive a score higher than zero.**

Summary of Writing

This course requires a documented research paper in MLA style with sources provided. In addition, the course requires shorter papers (Critical Evaluation, Synthesis, and Analysis), which will also be documented.

Exams

All exams must be taken via Respondus Monitoring. See the unit folder dates for details.

Tutoring

Tutor.com is provided through Paris JC Blackboard tools. The link is on the left menu bar of Blackboard once you enter the course. You can submit a paper for a 12 hour review by a tutor, OR you can schedule a live tutoring session. This is a FREE service to you. Also, you may email your essays along with the directions to the Paris JC Writing Lab at writingcenter@parisjc.edu. Additionally, CircleIn Tutoring is another tutoring tool that Paris JC has provided for you to be successful in your courses. It is also located in Blackboard.

Course Organization

The course is organized into four units, and within each unit are individual lessons. Follow the lessons in order, but you may also work ahead of time if you are able to do so. This is self-paced to a limited degree. Although the course has some flexibility, students **should not fall behind the scheduled due-dates.**

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of **"W" is Thursday, October 1, 2026.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory/discussion board. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions

at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

A research paper submitted without a works cited page (in MLA format) and/or without parenthetical citations constitutes plagiarism and will be subject to the above consequences. The paper grade will be a zero.

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

English AI Policy

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

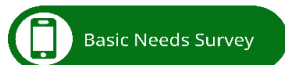
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

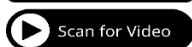
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE: Week of	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 8/24/26	Course Introduction and the Reading and Writing Process	1. Read the Syllabus and Lab Requirements. 2. View the Reading Process and the Writing Process videos and lecture notes in Blackboard. 3. Skim Chapters 1-6, pages 1-148. (That means flip through them looking for headings, bolded words, etc.). The chapter titles are What is Argument? Writing Effective Arguments, How to Argue About Literature, The Reading Process, The Writing Process, and Writing about Literary Genres. 4. Take the Syllabus Quiz 5. Complete Discussion Assignment 1. 6. Complete the Online Lab. Pre-test. 7. Due: Sunday, Aug. 30th by 11:59 pm 8. <i>*Students who do not complete Unit One by the due date are dropped from the course on August 31st.</i>
Week 2 8/30/26	Unit One Fiction	1. Begin Unit One: Fiction. 2. View the lecture videos in the "Unit One: 3. Read the short stories: "Story of an Hour" pp. 554-556, "A Rose for Emily" pp. 445-453, and "A Good Man is Hard to Find" pp. 738-751. 4. Complete Discussion 2. 5. Work on Completing Online Labs. These lab quizzes can be found in the Content Folder labeled, "ENGL 1302 Lab." <i>All lab quizzes are due by Sunday, Sept. 20th by 11:59 PM.</i> 6. Take the Unit One Fiction Exam. This is proctored through Blackboard. You must have a computer with a webcam. 7. Read the requirements for Essay One, Critical Evaluation Essay.

		8. Submit the completed Essay One in the Essay Submission in Blackboard. 9. Due: Sunday, Sept. 6th by 11:59 pm.
Week 3 9/6/26	Unit Two Poetry	Begin Unit Two: Poetry 1. Read: pp. 144-159 2. View the lecture video: Introduction to Poetry in Blackboard. 3. View the poetry handouts in Blackboard. 4. Read the following poems: "Morning Poem," p. 463, "Because I could not stop for Death," pp. 837-838, "The Road Not Taken," pp. 876-878, "Those Winter Sundays," p. 335, "George Floyd," pp. 792-793, "Open Letter to the South," pp. 721-724, "Richard Cory," pp. 838-839, and "Do Not Go Gentle into That Good Night," pp. 835-836. 5. Complete Discussion 3. 6. Complete the Online Labs. 7. Complete the Unit Two Poetry Exam. 8. Read the requirements for Essay Two, Poetry Explication. 9. Submit the completed Essay Two in the Essay Submission in Blackboard. 10. Due: Sunday, Sept. 13th by 11:59 pm
Week 4 9/13/26	Unit Three Drama	Unit Three: 1. Read about Drama, pp.144-172. 2. View lecture videos and notes in Blackboard: Drama and Sophocles 3. Read the play, <i>Antigone</i> , pp. 381-413. 3. Read the short story, " <i>Inmates' hunger strikes take powerful stands against injustice</i> ," pp. 414-416. 4. Complete Discussion 4. 5. Complete Discussion 4. 6. Complete the Online Labs. Students who complete all of the online labs before beginning the research paper will perform better on this very important assignment. 7. Complete the Unit Three Drama Exam. 8. Read the requirements for Essay Three, Synthesis Essay. 9. Submit the completed Essay Three in Blackboard. 10. Due: Sunday, Sept. 20th by 11:59 PM

Week 5 9/20/26	Unit Four Research	Unit Four: Research 1. Read Writing Researched Arguments. pp. 175-210 2. Submit all unfinished lab quizzes, including the Post-test. 3. View Library Research Presentation in Blackboard. 4. View videos and notes in Blackboard: Writing a Research Paper on a Literary Topic 5. See the Research Topic Assignment in Blackboard. 6. Complete Discussions 5 and 6. 7. Complete the Research Essay Outline. 8. Due: Saturday, Sept. 27th by 11:59 PM
Week 6 9/27/26	Last day to withdraw with a "W" is Thursday, October 1st.	1. Complete the Unit Four Research Exam in Assignment Submissions. 2. Submit the research essay in Essay Submissions. 3. Due: Saturday, October 4th by 11:59 pm
Week 7 10/4/26		4. Research Essay corrections are due by Saturday, October 10 th by 11:59 PM
Week 8 10/11/26	Final Exam Week	Final Exam Essay is due no later than Wednesday, October 14th by 11:59 PM . This exam is for those who are not EXEMPT.



ENGL 1302.20F0
Composition II
Fall B 2026

Instructor: Dr. Marian Ellis
Office: MS 111F, Paris Campus
Phone: 903-782-0336
E-mail: mellis@parisjc.edu
Office Hours:
MW: 8:00 AM - 9:15 AM; TR 8:00 AM – 10:45 AM; 1:30 PM - 2:30 PM

Meeting Location: Online
Meeting Days: Weekly
Meeting Times: Online

Course Description:

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Credits: 3CHs

TSI Requirement: Reading, 341+; Writing, 4 or above

Prerequisite: ENGL 1301 or its equivalent

Required Textbook(s) and Materials:

Book Title: Arguing about Literature: A Guide and Reader
Editors: John Schilb and John Clifford
Publisher: Bedford/St. Martins
Edition/Year: 4th edition, 2024
ISBN: 9781319331719

Chromebook, Computer or Laptop with a camera

Purdue Owl site for MLA Documentation

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

Dragon Now Course Material Information

Required Course Materials

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
- Flex 2 Term: 10/28/2026
 - 1) Go to <https://ACCESSPortal.follett.com:443/1836>
 - 2) Create an account using your student email account
 - 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
 - 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and

will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of the audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
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4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
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Student Learning Outcomes (ENGL 1302 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes.
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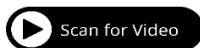
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.


Course Schedule/Weekly Lesson Plan:

DATE: Week of	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 10/19/26	Course Introduction and the Reading and Writing Process	1. Read the Syllabus and Lab Requirements. 2. View the Reading Process and the Writing Process videos and lecture notes in Blackboard. 3. Skim Chapters 1-6, pages 1-148. (That means flip through them looking for headings, bolded words, etc.). The chapter titles are What is Argument? Writing Effective Arguments, How to Argue About Literature, The Reading Process, The Writing Process, and Writing about Literary Genres. 4. Take the Syllabus Quiz 5. Complete Discussion Assignment 1. 6. Complete the Online Lab. Pre-test. 7. Due: Saturday, Oct. 24th by 11:59 pm 8. <i>*Students who do not complete Unit One by the due date are dropped from the course on Monday, October 26th.</i>
Week 2 10/25/26	Unit One Fiction	1. Begin Unit One: Fiction. 2. View the lecture videos in the "Unit One: 3. Read the short stories: "Story of an Hour" pp. 554-556, "A Rose for Emily" pp. 445-453, and "A Good Man is Hard to Find" pp. 738-751. 4. Complete Discussion 2. 5. Work on Completing Online Labs. These lab quizzes can be found in the Content Folder labeled, "ENGL 1302 Lab." <i>All lab quizzes are due by Sunday, Sept. 20th by 11:59 PM.</i> 6. Take the Unit One Fiction Exam. This is proctored through Blackboard. You must have a computer with a webcam. 7. Read the requirements for Essay One, Critical Evaluation Essay. 8. Submit the completed Essay One in the Essay Submission in Blackboard. 9. Due: Saturday, Oct. 31st by 11:59 pm.
Week 3 11/01/26	Unit Two Poetry	Begin Unit Two: Poetry 1. Read: pp. 144-159 2. View the lecture video: Introduction to Poetry in Blackboard. 3. View the poetry handouts in Blackboard. 4. Read the following poems: "Morning Poem," p. 463, "Because I could not stop for Death," pp. 837-838, "The Road Not Taken," pp. 876-878, "Those Winter Sundays," p. 335, "George Floyd," pp. 792-793, "Open Letter to the South," pp. 721-724, "Richard Cory," pp. 838-839, and "Do Not Go Gentle into That Good Night," pp. 835-836.

		- Complete Discussion 3. - Complete the Online Labs. - Complete the Unit Two Poetry Exam. - Read the requirements for Essay Two, Poetry Explication. - Submit the completed Essay Two in the Essay Submission in Blackboard. Due: Saturday, Nov. 7th by 11:59 pm
Week 4 11/08/26	Unit Three Drama	Unit Three: - Read about Drama, pp.144-172. - View lecture videos and notes in Blackboard: Drama and Sophocles - Read the play, <i>Antigone</i>, pp. 381-413. - Read the short story, "<i>Inmates' hunger strikes take powerful stands against injustice</i>," pp. 414-416. - Complete Discussion 4. - Complete Discussion 4. - Complete the Online Labs. Students who complete all of the online labs before beginning the research paper will perform better on this very important assignment. - Complete the Unit Three Drama Exam. - Read the requirements for Essay Three, Synthesis Essay. - Submit the completed Essay Three in Blackboard. Due: Saturday, Nov. 14th by 11:59 PM
Weeks 5 & 6 11/15/26 11/22/26	Unit Four Research Last day to withdraw with a "W" is Tuesday, Nov. 24th	Unit Four: Research - Read Writing Researched Arguments. pp. 175-210 - Submit all unfinished lab quizzes, including the Post-test. - View Library Research Presentation in Blackboard. - View videos and notes in Blackboard: Writing a Research Paper on a Literary Topic - See the Research Topic Assignment in Blackboard. - Complete Research Discussion(s) including the outline approval. Due: Saturday, Nov.21st by 11:59 PM - Complete the Unit Four Research Exam in Assignment Submissions. - Submit the research essay in Essay Submissions. Due: Tuesday, Nov. 24th by 11:59 pm
Week 7 11/29/26		Research Essay corrections are due by Saturday, Dec. 5th by 11:59 PM
Week 8 12/06/26	Final Exam Week	Final Exam Essay is due no later than Tuesday, Dec. 8th by 11:59 PM . This exam is for those who are not EXEMPT.

IRWS 0302.10H0
Integrated Reading/Writing
Fall A- 2026

Instructor: Dr. Marian Ellis

Office: MS 111F

Phone: (903) 782 - 0215

Email: mellis@parisjc.edu

Office Hours:

MW 8:00 AM - 9:15 AM; TR 9:30 AM - Noon; 1:30 PM - 2:45 PM

Meeting Location: MS 112

Meeting Days: MW

Meeting Times: 11:00 AM-12:15 PM

Course Description: Support Course Model

Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and/or writing. Students are placed into the course by test scores. The course may not be used to fulfill degree requirements.

Credits: 3 Credit Hours

TSI Requirement: 339 or below or Essay 3 or below.

Prerequisite: None

Required Textbook(s) and Materials:

None

Course Goals and Objectives:

1. Locate explicit textual information, draw complex inferences, and analyze and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of Standard English in reading and writing.

Course Requirements and Evaluation:

Grades will be determined by your writing, participation, online components, and reading assessments. Extra credit may be given at the instructor's discretion.

Class Work Average: 35%

Syllabus Quiz

Introduction Assignment

Conclusion Assignment

Five Paragraph Essay Model

Pre-Writing Workshop Assessment

Essay Struggles Self-Assessment

Reflective Writing on Novel

Essay Average: 40%

Draft of Essay 1 (1301 Narration-Descriptive)

Draft of Essay 2 (1301 Definition-Exemplification)

Draft of Essay 3 (1301 Cause and Effect)

Draft of Essay 4 (1301 Research)

Draft of Outline (1301 Research)

Draft of Works Cited (1301 Research)

Attendance: 25%

Total 100%

A – 100 – 90
B – 89 – 80
C – 79 – 70
D – 69 – 60
F – 59 – 0

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course

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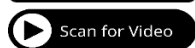
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 M-8/24/26 W-8/26/26	Lesson One Topic: What is academic writing?	Syllabus, Course Instructions Academic Writing, How to Write an Academic Intro and Conclusion Assignment: First Assignment MLA Formatting Labs
Week 2 M-8/31/26 W-9/02/26	Lesson Two Topic: Structuring a College Essay: Narration and Description ORD Aug. 31st	Pre-Writing and Grammar Narrative Writing Descriptive Writing Labs
Weeks 3 & 4 M-No School W-9/09/26 M-9/14/26 W-9/16/26	Lesson Three Topic: Exemplification and Definition Midterm Grades – Sept. 18th	Pre-Writing and Grammar Exemplification Writing Definition Writing Labs
Week 5 M-9/21/26 W-9/23/26	Lesson Four Topic: Cause and Effect	Pre-Writing and Grammar Cause and Effect Writing Labs
Week 6 M-9/28/26 W-9/30/26	Lesson Five Argumentation, Research and Novel Unit Last day to withdraw with a “W” is Thursday, October 1st.	How to Do Research Using the Databases Forming an Argument Novel Study Labs
Week 7 M-10/05/26 W-10/07/26	Week 7 - Lesson Five Continued... Topic: Argumentation and Research - Part Two	Novel Study Research Argument Essay
Week 8 W-10/14/26	Week 8 - Finals Week	Revision and Reflection Essay

IRWS 0302.10J0
Integrated Reading/Writing
Fall B- 2026

Instructor: Dr. Marian Ellis

Office: MS 111F

Phone: (903) 782 - 0215

Email: mellis@parisjc.edu

Office Hours:

MW: 8:00 AM - 9:15 AM; TR 8:00 AM – 10:45 AM; 1:30 PM - 2:30 PM

Meeting Location: MS 112

Meeting Days: MW

Meeting Times: 11:00 AM-12:15 PM

Course Description: Support Course Model

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Credits: 3 Credit Hours

TSI Requirement: 339 or below or Essay 3 or below.

Prerequisite: None

Required Textbook(s) and Materials:

None

Course Goals and Objectives:

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Class Work Average: 35%

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Introduction Assignment

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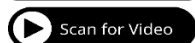
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Week 3 M-11/02/26 W-11/04/26	Lesson Three Topic: Exemplification and Definition	Pre-Writing and Grammar Exemplification Writing Definition Writing Labs
Week 4 M-11/09/26 W-11/11/26	Lesson Four Topic: Cause and Effect Midterm Grades – Nov. 13th	Pre-Writing and Grammar Cause and Effect Writing Labs
Week 5 M-11/16/26 W-11/18/26	Lesson Five Argumentation, Research and Novel Unit	How to Do Research Using the Databases Forming an Argument Labs
Week 6 M-11/23/26 W-No School	Lesson Five Continued: Research/Novel Unit Continued Last day to withdraw with a "W" is Tuesday, Nov. 24th.	Novel Study Novel Study Research Argument Essay
Week 7 M-11/30/26 W-12/02/26	Lesson Five Continued:... Topic: Argumentation and Research - Part Two	Novel Study Research Argument Essay
Week 8 M-12/07/26	Week 8 - Finals Week	Revision and Reflection Essay

NCBI 0004.20E1
Integrated Reading/Writing NCBO (Non Credit Based)
Fall A- 2026

Instructor: Dr. Marian Ellis

Office: MS 111F

Phone: (903) 782 - 0336

Email: mellis@parisjc.edu

Office Hours:

MW 8:00 AM - 9:15 AM; TR 9:30 AM - Noon; 1:30 PM - 2:45 PM

Meeting Location: Online via Blackboard

Meeting Days: Weekly

Meeting Times: Weekly

Course Description: Support Course Model

Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and/or writing. Students are placed into the course by test scores. The course may not be used to fulfill degree requirements.

Credits: 3 Credit Hours

TSI Requirement: 339 or below or Essay 3 or below.

Prerequisite: None

Required Textbook(s) and Materials:

None

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8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of standard English in reading and writing.

Course Requirements and Evaluation:

This is an online lab-based course where no grades are issued. Course completion is a pass/fail based upon completing the online lab within Blackboard.

Required Activity:

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Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

Your symptoms are getting better overall, and

1. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

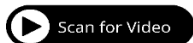
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 8/24/26	Getting Started	<i>1. Watch the lecture videos in Blackboard</i> <i>A. Focus: Writing Organization</i> <i>B. Focus: Formal Writing</i> <i>2. Complete Check In Activity</i> <i>*Students who do not complete the first required activity/assignment by the due date are dropped from the course on August 31st</i>
Week 2 8/30/26	Brainstorming	<i>1. Watch the lecture videos in Blackboard</i> <i>A. Focus: Brainstorming Strategies</i> <i>B. Focus: Brainstorming Steps</i> <i>2. Complete Check In Activity</i>
Week 3 9/6/26	Thesis Statements	<i>1. Watch the lecture videos in Blackboard</i> <i>A. Focus: Thesis Statements</i> <i>2. Complete Check In Activity</i>
Week 4 9/13/26	Midterm Grades are submitted on Sept. 18 th	<i>1. Watch the lecture videos in Blackboard</i> <i>A. Focus: Academic Writing Conventions</i> <i>B. Focus: Word Choice</i> <i>C. Focus: Writing Fluency</i> <i>2. Complete Check In Activity</i>
Week 5 9/20/26	Research	<i>1. Watch the lecture videos in Blackboard</i> <i>A. Focus: Academic Research</i> <i>B. Focus: Academic Databases</i> <i>C. Focus: JSTOR</i> <i>2. Complete Check In Activity</i>
Week 6 9/27/26	Last day to withdraw with a "W" is Thursday, October 1 st .	1. Complete the Final Check In Activity
Week 7 10/4/26		No assignments are required this week.
Week 8 10/11/26	Final Exam Week	No assignments are required this week.

NCBI 0004.20F1
Integrated Reading/Writing NCBO (Non Credit Based)
Fall B- 2026

Instructor: Dr. Marian Ellis

Office: MS 111F

Phone: (903) 782 -0336

Email: mellis@parisjc.edu

Office Hours:

MW: 8:00 AM - 9:15 AM; TR 8:00 AM – 10:45 AM; 1:30 PM - 2:30 PM

Meeting Location: Online via Blackboard

Meeting Days: Weekly

Meeting Times: Weekly

Course Description: Support Course Model

Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and/or writing. Students are placed into the course by test scores. The course may not be used to fulfill degree requirements.

Credits: 3 Credit Hours

TSI Requirement: 339 or below or Essay 3 or below.

Prerequisite: None

Required Textbook(s) and Materials:

None

Course Goals and Objectives:

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of standard English in reading and writing.

Course Requirements and Evaluation:

This is an online lab-based course where no grades are issued. Course completion is a pass/fail based upon completing the online lab within Blackboard.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course

Course Policies

You are expected to be in class prior to the designated start time. Students are expected to complete course work in an honest manner, using their own intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with their instructor. All essays must be typed following MLA format (12-point font, Times New Roman), and will not be accepted in any other form.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of **"W" is November 24th**.

Class Conduct:

Please silence all mobile devices before entering the classroom/laboratory. No obscene/vulgar language is permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college. Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence Policy

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

English AI Policy

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Complaint Procedures:

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ADA Statement

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

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1. You have not had a fever (and are not using fever-reducing medication).

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Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

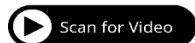
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 10/19/26	Getting Started	<i>1. Watch the lecture videos in Blackboard</i> <i>A. Focus: Writing Organization</i> <i>B. Focus: Formal Writing</i> <i>2. Complete Check In Activity</i> <i>*Students who do not complete the first required activity/assignment by the due date are dropped from the course on August 31st</i>
Week 2 10/25/26	Brainstorming	<i>1. Watch the lecture videos in Blackboard</i> <i>A. Focus: Brainstorming Strategies</i> <i>B. Focus: Brainstorming Steps</i> <i>2. Complete Check In Activity</i>
Week 3 11/01/26	Thesis Statements	<i>1. Watch the lecture videos in Blackboard</i> <i>A. Focus: Thesis Statements</i> <i>2. Complete Check In Activity</i>
Week 4 11/08/26	Midterm Grades are submitted on Nov. 13 th .	<i>1. Watch the lecture videos in Blackboard</i> <i>A. Focus: Academic Writing Conventions</i> <i>B. Focus: Word Choice</i> <i>C. Focus: Writing Fluency</i> <i>2. Complete Check In Activity</i>
Week 5 11/15/26	Research	<i>1. Watch the lecture videos in Blackboard</i> <i>A. Focus: Academic Research</i> <i>B. Focus: Academic Databases</i> <i>C. Focus: JSTOR</i> <i>2. Complete Check In Activity</i>
Week 6 11/22/26	Last day to withdraw with a "W" is Tuesday, Nov. 24 th .	1. Complete the Final Check In Activity
Week 7 11/29/26		No assignments are required this week.
Week 8 12/06/26	Final Exam Week	No assignments are required this week.

ELMT 2333.10B1
Industrial Electronics
Fall 2026 – 1st Flex

Instructor: Jeff Frankland
Office: 1111B
Phone: 903-457-8737
Email: jfrankland@parisjc.edu

Location: Paris, Workforce Center 1111
Meeting Days: Monday & Wednesday
Meeting Times: 5:00pm – 8:30pm
Office Hours: See Door Schedule

Course Description:

A study of devices, circuits, and systems primarily used in automated manufacturing and/or process control.

Credits: 3 SCH

Prerequisite(s): CETT 1409

TSI Requirement: N/A

Required Textbook(s) and Materials:

Online Subscription to Learnamator.com required. An electronic code will be provided by Follette (the online bookstore) after registering for the class.

Course Goals and Objectives:

The student will gain the knowledge required to apply hands on skills in the following objectives:

1. Electrical Safety, Three phase power, Disconnects and protective devices, Three phase motors.
2. Manual Motor Control, Manual motor starter operation, Overload protection
3. Transformer operation, including control transformers, Control Transformers in machine control
4. Electrical control system basics, Ladder Diagram basics, Logic elements
5. Control relays, Magnetic motor starters, Two wire control, Three wire start/stop control
6. Manual Motor reversing, Reversing magnetic motor starters, Interlocking for reversing motor control, Modes of operation, HOA control
7. Limit Switches, Float switches, Pressure switches, Sequence Control
8. On Delay timers, Off Delay timers, Troubleshooting timers.

Course Requirements and Evaluation:

There will be online quizzes and practical Skill Assessments for each Module.

Course grade will be computed as follows:

Grading:

25% Online Module Quizzes

25% Exams

50%: Labs & Participation

Grading Scale:

90 –100 is an “A”

80 – 89 is a “B”

70 – 79 is a “C”

60 – 69 is a “D”

Required Activity:

Reference the IT Checklist and work through it before the next class.

<https://www.parisjc.edu/technology/pjc-it-checklist.php>

The checklist covers everything students need to be ready on day one. **Important:** PJC has now enforced multi-factor authentication (MFA) for all student accounts. If you have not set it up, you will be forced to. This is covered in the checklist above.

Please send all IT requests to techsupport@parisjc.edu

Emailing techsupport@parisjc.edu automatically creates a ticket, which lets IT track every request and prioritize appropriately.

Course Policies:

Make up labs will not be scheduled for any module(s) that are over 3 weeks past due.

Scheduling of make up labs are the responsibility of the student. Requests for make up labs will need to include more than one student if there are others that desire make ups.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Oct.1st.**

Class Conduct:

No open drinks, cans, bottles, or mugs in the classroom. All drinks must be in a spill proof container. Food will be permitted at the student's desk and not anywhere near mechatronics equipment. – If there is a Lunch break during your course, it is up to the instructors discretion to change or amend these rules.

Please turn off or silence and put away all cell phones, laptops, tablets, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Complaint Procedures:

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Illness Policy:

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You can return to your normal activities when, for at least 24 hours, both are true:

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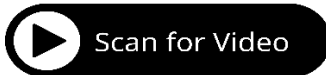
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
1. Week of 8/24	Introductions, Handouts, Policies & Procedures Intro to Electric Motor Control	Module 1 & Quiz
2. Week of 8/31	Manual Motor Control & Overload	Module 2 & Quiz
3. Week of 9/7	Control Transformers	Module 3 & Quiz
4. Week of 9/14	Control Ladder Logic	Module 4 & Quiz

	Mid-Term Exam	
5. Week of 9/21	Control Relays & Motor Starters	Module 5 & Quiz
6. Week of 9/28	Reversing Motor Control	Module 6 & Quiz November 25-27 Thanksgiving Break
7. Week of 10/5	Automatic Input Devices 1	Module 7 & Quiz
8. Week of 10/12	Basic Timer Control FINALS	Module 8 & Quiz

Course Number (ELMT 2337 10C0)
Course Title (Troubleshooting Industrial Electronics)
Fall 2026 – 2nd 8 Week Subterm

Instructor: Bobby Fields
Office: WTC 1111B
Phone: 903-782-0722
Email: bfields@parisjc.edu
Office Hours: See door schedule

Meeting Location: WTC 1111
Meeting Days: Tuesday/Thursday
Meeting Times: 8:00 – 11:30 AM

Course Description:

In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, preventive maintenance. Emphasis on safety and proper use of test equipment. *Credits: SCH = 2 lecture and 4 laboratory hours, No TSI Requirements, No Prerequisite(s).*

Required Textbook(s) and Materials:

Understanding Motor Controls – Stephen L. Herman Third Edition, ISBN: 978-1-305-49812-9

Course Goals and Objectives:

The student will gain the knowledge required to apply hands-on skills in the following objectives:

1. Troubleshoot Electrical/Electronic Systems.
2. Create and use Troubleshooting Flow Charts/Thought Processes.
3. Safely use Electrical Tools and Instruments.
4. Apply Industrial Electrical Symbols, and Line Diagrams.
5. Troubleshoot Power and Distribution Systems, Transformers, Switchboards, Panel boards, Motor Control Centers and Busways.
6. Troubleshoot Solid State and Electromechanical Relays.
7. Troubleshoot Applications and Installation of Control Devices
8. Assess Variable Frequency Drives.

Course Requirements and Evaluation:

There will be online quizzes and practical Skill Assessments for each NC3 Multimeter Module.

Course grade will be computed as follows:

- 25% Homework Assignments
- 25% Chapter Exams
- 25% NC3 Online Quizzes

- 25% Hands on Skill Assessments

Grading Scale:

90 – 100 is an “A”

80 – 89 is a “B”

70 – 79 is a “C”

60 – 69 is a “D”

Course Policies:

Make up labs will not be scheduled for any module(s) that are over 3 weeks past due.

Scheduling of make-up labs are the responsibility of the student. Requests for make-up labs will need to include more than one student if there are others that desire make-ups.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **November 24th.**

Class Conduct:

Please turn off or silence and put away all cell phones, personal electronics, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

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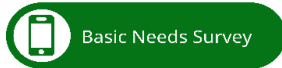
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Syllabus Subject to Change

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Please be sure to reference the IT Checklist at the link below:

<https://www.parisjc.edu/technology/pjc-it-checklist.php>

Course Schedule/Weekly Lesson Plan:

The primary method of instruction will be a self-paced facilitator model. The instructor will serve as a facilitator for the student’s learning, thus enabling the student to move at his/her own pace. Computer-based learning modules and practical hands-on lab activities will be incorporated throughout the course. Classroom presentations will be used at the instructor’s discretion. Self-Reviews, Skill Activities, Quiz Assessments, and Skill Assessments will be used to evaluate the student’s competency.

A recommended schedule with weekly targets is as follows. Although this is a self-paced course and all Objectives and online quizzes can be completed at any time, the weekly hands-on skill activities will be completed in class each week. Make up labs will not be scheduled for any module(s) that are over 3 weeks past due:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
1. Week of 10/20	Introductions, Handouts, Policies & Procedures Across-the-Line Starting, Resistor and Reactor Starting for AC Motors, Autotransformer Starting	NC3 Snap-On Multimeters Chapter 23 & Review Questions Chapter 24 & Review Questions Chapter 25 & Review Questions
2. Week of 10/27	Wye-Delta Starting, Part Winding Starters.	Chapter 26 & Review Questions Chapter 27 & Review Questions Test 1; Chapters 23-27
3. Week of 11/3	Direct Current Motors, Single Phase Motors	NC3 Snap-On Multimeters Chapter 28 & Review Questions Chapter 29 & Review Questions
4. Week of 11/10	Braking, Wound Rotor Motors.	Chapter 30 & Review Questions Chapter 31 & Review Questions Test 2; Chapters 28-31
5. Week of 11/17	Synchronous Motors, Consequent Pole Motors	NC3 Snap-On Multimeters Chapter 32 & Review Questions Chapter 33 & Review Questions
6. Week of 11/24	Variable Voltage and Magnetic Clutches, Solid-State DC Motor Controls, Variable Frequency Control.	Chapter 34 & Review Questions Chapter 35 & Review Questions Chapter 36 & Review Questions Test 3; Chapters 32-36
7. Week of 12/1	Motor Installation, Programmable Logic Controllers, Programming a PLC	NC3 Snap-On Multimeters Chapter 37 & Review Questions Chapter 38 & Review Questions Chapter 39 & Review Questions
8. Week of 12/8	Analog Sensing for Programmable Logic Controllers, Developing Control Circuits, Troubleshooting	Chapter 40 & Review Questions Chapter 41 & Review Questions Chapter 42 & Review Questions FINAL EXAM; Chapters 37-42

ELMT-2333.40C0
Industrial Electronics
Fall 2026 – 2nd 8 Week Sub Term

Instructor: Lucas Arnold
Office: A115
Phone: 903-457-8737
Email: larnold@parisjc.edu

Location: Greenville, Workforce Building A113
Meeting Days: Monday & Wednesday
Meeting Times: 10:00am-1:30pm
Office Hours: See Door Schedule

Course Description:

Devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment.

Credits: 3 SCH

Prerequisite(s): CETT 1409

TSI Requirement: N/A

Required Textbook(s) and Materials:

Online Subscription to Learnamator.com required. An electronic code will be provided by Follette (the online bookstore) after registering for the class.

Course Goals and Objectives:

The student will gain the knowledge required to apply hands on skills in the following objectives:

1. Electrical Safety, Three phase power, Disconnects and protective devices, Three phase motors.
2. Manual Motor Control, Manual motor starter operation, Overload protection
3. Transformer operation, including control transformers, Control Transformers in machine control
4. Electrical control system basics, Ladder Diagram basics, Logic elements
5. Control relays, Magnetic motor starters, Two wire control, Three wire start/stop control
6. Manual Motor reversing, Reversing magnetic motor starters, Interlocking for reversing motor control, Modes of operation, HOA control
7. Limit Switches, Float switches, Pressure switches, Sequence Control
8. On Delay timers, Off Delay timers, Troubleshooting timers.

Course Requirements and Evaluation:

There will be online quizzes, paper packets, and practical Skill Assessments for each Module, as well as a midterm and final exam.

Course grade will be computed as follows:

Grading:

25%: Online Quizzes

25%: Exams

50%: Participation and Skill Assessments

Grading Scale:

90 – 100 is an “A”

80 – 89 is a “B”

70 – 79 is a “C”

60 – 69 is a “D”

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Make up labs will not be scheduled for any module(s) that are over 1 week past due. Scheduling of make-up labs are the responsibility of the student.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 24th**.

Class Conduct:

No open drinks, cans, bottles, or mugs in the classroom. All drinks must be in a spill proof container. Food will be permitted at the student's desk and not anywhere near mechatronics equipment. – If there is a Lunch break during your course, it is up to the instructors discretion to change or amend these rules.

Please turn off or silence and put away all cell phones, laptops, tablets, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Complaint Procedures:

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<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

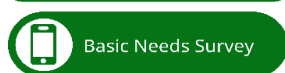
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

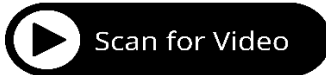
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
1. Week of 10/19	Introductions, Handouts, Policies & Procedures Intro to Electric Motor Control	Module 1 & Quiz
2. Week of 10/26	Manual Motor Control & Overload	Module 2 & Quiz
3. Week of 11/2	Control Transformers	Module 3 & Quiz
4. Week of 11/09	Control Ladder Logic Mid-Term Exam	Module 4 & Quiz
5. Week of 11/16	Control Relays & Motor Starters	Module 5 & Quiz
6. Week of 11/23	Reversing Motor Control	Module 6 & Quiz November 25-27 Thanksgiving Break
7. Week of 11/30	Automatic Input Devices 1	Module 7 & Quiz
8. Week of 12/7	Basic Timer Control FINALS	Module 8 & Quiz

ELMT-2333.45A0**Industrial Electronics – Dual Credit
Fall 2026 – 16 weeks**

Instructor: Mrs. Sanchez
Office: A115
Phone: 903-457-8737
Email: isanchezhaynes@parisjc.edu

Location: Greenville, Workforce Building A113
Meeting Days: M, T, W, and R
Meeting Times: 8:00am-9:00am
Office Hours: See Door Schedule

Course Description:

Devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment.

Credits: 3 SCH

Prerequisite(s): CETT 1409

TSI Requirement: N/A

Required Textbook(s) and Materials:

Online Subscription to Learnamator.com required. An electronic code will be provided by Follette (the online bookstore) after registering for the class.

Course Goals and Objectives:

The student will gain the knowledge required to apply hands on skills in the following objectives:

1. Electrical Safety, Three phase power, Disconnects and protective devices, Three phase motors.
2. Manual Motor Control, Manual motor starter operation, Overload protection
3. Transformer operation, including control transformers, Control Transformers in machine control
4. Electrical control system basics, Ladder Diagram basics, Logic elements
5. Control relays, Magnetic motor starters, Two wire control, Three wire start/stop control
6. Manual Motor reversing, Reversing magnetic motor starters, Interlocking for reversing motor control, Modes of operation, HOA control
7. Limit Switches, Float switches, Pressure switches, Sequence Control
8. On Delay timers, Off Delay timers, Troubleshooting timers.

Course Requirements and Evaluation:

There will be online quizzes, paper packets, and practical Skill Assessments for each Module, as well as a midterm, final exam and projects.

Course grade will be computed as follows:

Grading:

25%: Online Quizzes

25%: Exams and Projects

50%: Attendance and Skill Assessments

Grading Scale:

90 – 100 is an “A”

80 – 89 is a “B”

70 – 79 is a “C”

60 – 69 is a “D”

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Make up labs will not be scheduled for any module(s) that are over 2 weeks past due. Scheduling of make-up labs are the responsibility of the student.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 12th**.

Class Conduct:

No open drinks, cans, bottles, or mugs in the classroom. All drinks must be in a spill proof container. Food will be permitted at the student's desk and not anywhere near mechatronics equipment. – If there is a Lunch break during your course, it is up to the instructors discretion to change or amend these rules.

Please turn off or silence and put away all cell phones, laptops, tablets, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

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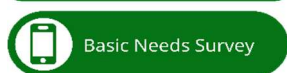
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

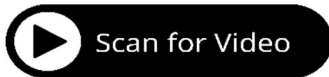
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
1. Week of 08/24	Introductions, Handouts, Policies & Procedures	Module 1 Paper Packet
2. Week of 08/31	Intro to Electric Motor Control	Module 1 Quiz and Skill Assessment
3. Week of 09/08	Manual Motor Control & Overload Project 1	Module 2 Paper Packet Project 1 – Instructions
	September 7 Labor Day	
4. Week of 09/14	Manual Motor Control & Overload Project 1	Module 2 Quiz and Skill Assessment Project 1 – Research
5. Week of 09/21	Control Transformers Project 1	Module 3 Paper Packet Project 1 – Presentation
6. Week of 09/28	Control Transformers	Module 3 Quiz and Skill Assessment

7. Week of 10/05	Control Ladder Logic	Module 4 Paper Packet
8. Week of 10/12	Control Ladder Logic Mid-Term	Module 4 Quiz and Skill Assessment Mid-Term Exam
1. Week of 10/19	Control Relays & Motor Starters Project 2	Module 5 Paper Packet Project 2 – Instructions
2. Week of 10/26	Control Relays & Motor Starters Project 2	Module 5 Quiz and Skill Assessment Project 2 – Research
3. Week of 11/02	Reversing Motor Control Project 2	Module 6 Paper Packet Project 2 – Presentation
4. Week of 11/09	Reversing Motor Control	Module 6 Quiz and Skill Assessment
5. Week of 11/16	Automatic Input Devices 1	Module 7 Paper Packet
6. Week of 11/23	Automatic Input Devices 1 November 25-27 Thanksgiving Break	Module 7 Quiz and Skill Assessment
7. Week of 11/30	Basic Timer Control	Module 8 Paper Packet
8. Week of 12/07	Basic Timer Control FINALS	Module 8 Quiz and Skill Assessment Final Exam

ELMT-2337.40B0

Troubleshooting Industrial Electronics Fall 2026 – 1st Flex

Instructor: Mrs. Sanchez
Office: A115
Phone: 903-457-8737
Email: isanchezhaynes@parisjc.edu

Location: Greenville, Workforce Building A113
Meeting Days: Tuesdays & Thursdays
Meeting Times: 1:00pm-4:30pm
Office Hours: See Door Schedule

Course Description:

In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, preventive maintenance. Emphasis on safety and proper use of test equipment.

Credits: 3 SCH

Prerequisite(s): ELMT 2333

TSI Requirement: N/A

Required Textbook(s) and Materials:

Online access to NC3, which will be instructor provided.

Textbook: Understanding Motor Controls – Stephen L. Herman Third Edition, ISBN: 978-1-305-49812-9

Course Goals and Objectives:

The student will gain the knowledge required to apply hands-on skills in the following objectives:

1. Troubleshoot Electrical/Electronic Systems.
2. Create and use Troubleshooting Flow Charts/Thought Processes.
3. Safely use Electrical Tools and Instruments.
4. Apply Industrial Electrical Symbols, and Line Diagrams.
5. Troubleshoot Power and Distribution Systems, Transformers, Switchboards, Panel boards, Motor Control Centers and Busways.
6. Troubleshoot Solid State and Electromechanical Relays.
7. Troubleshoot Applications and Installation of Control Devices
8. Assess Variable Frequency Drives.

Course Requirements and Evaluation:

There will be Homework, knowledge checks, labs, and exams.

Course grade will be computed as follows:

Grading:

25%: Knowledge Checks

25%: Labs

25%: Exams and Tests

25%: Homework

Grading Scale:

90 – 100 is an “A”

80 – 89 is a “B”

70 – 79 is a “C”

60 – 69 is a “D”

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Make up labs will not be scheduled for any chapters that are over 2 weeks past due. Scheduling of make-up labs are the responsibility of the student.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st**.

Class Conduct:

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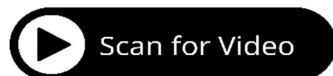
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
1. Week of 08/24	Introductions, Handouts, Policies & Procedures Across-the-Line Starting, Resistor and Reactor Starting for AC Motors, Autotransformer Starting	Chapter 23 & Review Questions Chapter 24 & Review Questions Chapter 25 & Review Questions
2. Week of 08/31	Wye-Delta Starting, Part Winding Starters.	Chapter 26 & Review Questions Chapter 27 & Review Questions Test 1; Chapters 23-27
3. Week of 09/08	Direct Current Motors, Single Phase Motors September 7 Labor Day	NC3 Snap-On Multimeters Chapter 28 & Review Questions Chapter 29 & Review Questions
4. Week of 09/14	Braking, Wound Rotor Motors.	Chapter 30 & Review Questions Chapter 31 & Review Questions Test 2; Chapters 28-31

5. Week of 09/21	Synchronous Motors, Consequent Pole Motors	Chapter 32 & Review Questions Chapter 33 & Review Questions
6. Week of 09/28	Variable Voltage and Magnetic Clutches, Solid-State DC Motor Controls, Variable Frequency Control.	Chapter 34 & Review Questions Chapter 35 & Review Questions Chapter 36 & Review Questions Test 3; Chapters 32-36
7. Week of 10/05	Motor Installation, Programmable Logic Controllers, Programming a PLC	Chapter 37 & Review Questions Chapter 38 & Review Questions Chapter 39 & Review Questions
8. Week of 10/12	Analog Sensing for Programmable Logic Controllers, Developing Control Circuits, Troubleshooting	Chapter 40 & Review Questions Chapter 41 & Review Questions Chapter 42 & Review Questions FINAL EXAM; Chapters 37-42

Course # (ELPT-1221)
Course Title (Introduction to Electrical Safety and Tools)
Fall A 2026

Instructor: David Hartman
Office: A122
Phone: 903-457-8738
Email: dhartman@parisjc.edu
Office Hours: MTWR 7AM-8AM
MTWR 9:05-10:00

Meeting Location: A120
Meeting Days: MW
Meeting Times: 1 PM to 4 PM

Course Description:

Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

Credits 2 SCH = 1 lecture and 3 laboratory hours

TSI Requirement: NA- M, NA- R, NA- W.

Prerequisite(s): High school Diploma or GED

Required Textbook(s) and Materials:

Electrical Safety a Practical Guide to OSHA and NFPA70E

James R White ISBN# 9780826935816

Course Goals and Objectives:

Explain electrical hazards and how to avoid them in the workplace; discuss safety issues concerning lockout/tagout procedures; and demonstrate safe work habits using common hand and power tools for electricians.

Course Schedule:

Week Topic

1	Chapter 1	Electrical Hazards and Basic Electrical Safety
2	Chapter 2	Multi-Employer Worksites and Electrical Safety Programs
3	Chapter 3	Training of Qualified and Unqualified Workers
4	Chapter 4	Approach Boundaries for Shock and Arc Flash Hazards
5	Chapter 5	Performing a Risk Assessment
	Chapter 6	Establishing an Electrically Safe Work Condition
6	Chapter 7	Working on Energized Conductors and Circuit Parts
	Chapter 8	Portable Electric Tools and Flexible Cords
7	Chapter 9	Selecting and Inspecting Personal Protective Equipment
		Guidelines for Common Electrical Tasks
8	Finals	

Course Requirements and Evaluation:

Testing, 50% of total grade; Attendance, 50% of total grade;

Beginning with the spring semester 2001, a grade of “D” will not be given. An average of 70 or above will be considered passing while a grade below 70 will be considered failing.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student.

Students are expected to be present at each class meeting for the entire session. Points lost for tardiness or for leaving class early: 5 minutes 1 point, 6 minutes to 20 minutes 10 points, 21 minutes to 30 minutes 20 points, 31 minutes to 45 minutes 30 points, over 45 minutes 100 points. Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is *Oct 1st*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

AI is Prohibited:

This course assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any substantive portion of an assignment for them, which includes hiring a person or a company to write assignments and using artificial intelligence tools like ChatGPT.

ADA Statement

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Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change in the classroom.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

For computer or log in issues please contact Tech Support

<https://www.parisjc.edu/technology/pjc-it-checklist.php>

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

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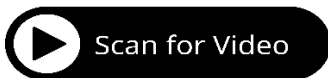
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SOCIAL SECURITY NUMBER – Social security number disclosure is required by Section 231.302(c)(1) of the Texas Family Code in order to obtain a license.

Acknowledgement:

This is to acknowledge that I have received a copy of the syllabus for the course ELPT 1221 Introduction to Electrical Safety and Tools. I understand that it is my responsibility to read and understand the syllabus and to abide by the guidelines presented therein.

Printed Name

Signature

Date

Cell #

Course # (ELPT-1225)
Course Title (National Electrical Code I)
Fall B 2025

Instructor: David Hartman
Office: A122
Phone: 903-457-8738
Email: dhartman@parisjc.edu
Office Hours: MTWR 7AM-8AM
MTWR 9:05-10:00

Meeting Location: A120
Meeting Days: MW
Meeting Times: 10 AM to 12 PM

Course Description:

An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

Credits: 2 SCH = 2 lecture

TSI Requirement: NA- M, NA- R, NA- W.

Prerequisite(s): High school Diploma or GED

Required Textbook(s) and Materials:

National Electrical Code 2026 ISBN # 978-1455932207 NFPA

Course Goals and Objectives:

Locate and interpret the sections in the NEC that pertain to electrical installations; calculate the size of conductors, boxes, raceways, and overcurrent protective devices for branch circuits supplying electrical equipment; calculate conductors, overcurrent protection, and service equipment as applied to building services; and compute the size of branch circuits, feeders, and equipment for motors.

Course Schedule:

Week Topic

1	Chapter 1	General
2	Chapter 2	Wiring and Protection
3,4,5	Chapter 3	Wiring Methods and Materials
6,7	Chapter 4	Equipment for General Use
8	Final Exam	

Course Requirements and Evaluation:

Testing, 25% of total grade/Attendance, 50% of total grade/Daily Grade 25% of total grade

Beginning with the spring semester 2001, a grade of "D" will not be given. An average of 70 or above will be considered passing while a grade below 70 will be considered failing.

Class Attendance:

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Syllabus Subject to Change

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Tech Support:

For computer or log in issues please contact Tech Support

<https://www.parisjc.edu/technology/pjc-it-checklist.php>

Illness Policy:

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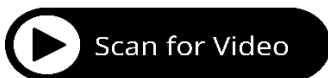
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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Printed Name

Signature

Date

Cell #

ELPT 1351.10C0
Electrical Machines
Fall 2026 – 1st Flex

Instructor: Jeff Frankland
Office: 1111B
Phone: 903-457-8737
Email: jfrankland@parisjc.edu

Location: Paris, Workforce Center 1111
Meeting Days: Tues & Thurs
Meeting Times: 8:00am – 11:30 am
Office Hours: See Door Schedule

Course Description:

This course is a co-requisite of ELPT 1221 and will include Module 3 – Production & Processes, and Module 4 – Maintenance Awareness within the MSSC CPT 4.0 Certification Program.

Credits: 3 SCH

Co-requisite(s): ELPT-1221 (MSSC CPT 4.0 Safety & Quality Modules)

TSI Requirement: N/A

Required Textbook(s) and Materials:

Online access at mssctraining.com will be provided. Materials related to hands-on skills and pertinent equipment will also be provided

Course Goals and Objectives:

Successfully complete and obtain certification in Modules 3 & 4 of the Manufacturing Skill Standards Council (MSSC) Certified Production Technician program

Course Requirements and Evaluation:

Grading:

50%: Quiz Average
25%: Module Assessment Average (x2)
25%: Skill Assessments

Grading Scale:

90 – 100 = “A”
80 – 89 = “B”
70 – 79 = “C”
60 – 69 = “D”

Required Activity:

Reference the IT Checklist and work through it before the next class.

<https://www.parisjc.edu/technology/pjc-it-checklist.php>

The checklist covers everything students need to be ready on day one. **Important:** PJC has now enforced multi-factor authentication (MFA) for all student accounts. If you have not set it up, you will be forced to. This is covered in the checklist above.

Please send all IT requests to techsupport@parisjc.edu

Emailing techsupport@parisjc.edu automatically creates a ticket, which lets IT track every request and prioritize appropriately.

Course Policies:

Make up labs will not be scheduled for any module(s) that are over 3 weeks past due. Scheduling of make up labs are the responsibility of the student. Requests for make up labs will need to include more than one student if there are others that desire make ups.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Nov.24th**.

Class Conduct:

No open drinks, cans, bottles, or mugs in the classroom. All drinks must be in a spill proof container. Food will be permitted at the student's desk and not anywhere near mechatronics equipment. – If there is a Lunch break during your course, it is up to the instructors discretion to change or amend these rules.

Please turn off or silence and put away all cell phones, laptops, tablets, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog &

Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

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Syllabus Subject to Change

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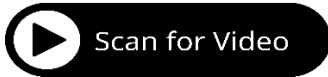
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Course Schedule/Weekly Lesson Plan:

The primary method of instruction will be a self-paced facilitator model. The instructor will serve as a facilitator for the student’s learning thus enabling the student to move at his/her own pace. Computer-based learning modules and practical hands-on lab activities will be incorporated throughout the course. Classroom presentations will be used at the instructor’s discretion. Self-Reviews, Skill Activities, Quiz Assessments, and Skill Assessments will be used to evaluate the student’s competency.

A recommended schedule with weekly targets is as follows. Although this is a self-paced course and all Objectives and online quizzes can be completed at any time, the weekly hands-on skill activities will need to be completed in class each week. There will be scheduled Certification Exams for Module 3 on Week 4 and Module 4 on Week 8.

Mod#			Mod#		
Week 1	1	Princ of Manf Automation	Week 5	1	Total Productive Maint (TPM)
	2	Industry 4.0 Technologies		2	Mech Power Transmission
	3	Advan. Manufacturing Mat'ls		3	Gear Drives
	4	Advan. Manufacturing Processes		4	Belt Drives
	5	Mech. Power		5	Chain Drives
	6	Basic Mech. Elements		6	Oil Lubrication
	7	Power Efficiency		7	Grease Lubrication
Week 2	8	Hand Tools	Week 6	8	Intro to Fluid Power
	9	Band Saw Operation		9	Pneumatic Power
	10	Intro to Drill Press		10	Basic Cylinder Circuits
	11	Mach Operations 1		11	Hydraulic Power
	12	Mach Operations 2		12	Basic Hydr Cylinder Circuits
	13	Intro to CNC Machining		13	Fluid Power Speed Control
	14	CNC Workspace		14	Hydraulic Filtration
Week 3	15	CNC Programming & Operation	Week 7	15	Basic Electrical Circuits
	16	Automated System Operation		16	Electrical Voltage & Current Concepts
	17	Machine Adjustments		17	Electrical Resistance Measurement
	18	Machine Troubleshooting		18	Power in Electrical Circuits
	19	Manufacturing Metrics		19	Control Logic Circuits
	20	Production Planning & Workflow		20	Electrical Control Diagrams
	21	Intro to Lean Manufacturing		21	Relay Control Circuits
Week 4	22	Lean Manuf.Organization	Week 8 & FINALS	22	Automation Sequence Circuits
	23	Lean Manuf.Operation		23	Intro to Electronic Sensors
	24	Inventory Management		24	Programmable Controller Operation
	25	Production Control		25	Basic PLC Programming
	26	Material Quality Control		26	PLC Motor Control
	** MODULE 3 ASSESSMENT **			27	Basic Robot Operation
				28	Intro to Welding
		29	Welding Operations		
		30	Weld Types		
		** MODULE 4 ASSESSMENT **			

Course # (ELPT-1411)
Course Title (Basic Electrical Theory)
Fall A 2026

Instructor: David Hartman
Office: A122
Phone: 903-457-8738
Email: dhartman@parisjc.edu
Office Hours: MTWR 7AM-8AM
MTWR 9:05-10:00

Meeting Location: A120
Meeting Days: TR
Meeting Times: 1 PM to 5:30 PM

Course Description:

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

Credits: 4 SCH = 3 lecture and 3 laboratory

TSI Requirement: NA- M, NA- R, NA- W.

Prerequisite(s): High school Diploma or GED

Required Textbook(s) and Materials:

Electrical Principles and Practices 4th edition ISBN # 978-0-8269-1811-6
Glen A. Mazur, Peter A. Zurlis

UGLY'S Electrical References ISBN # 9781284315752

Jones & Bartlett

Tool Kit as provided with course

Course Goals and Objectives:

Explain atomic structure and basic values such as voltage, current, resistance, and power; determine electrical values for combination circuits in direct current (DC) and alternating current (AC) containing resistance, inductance, and capacitance; summarize the principles of magnetism; calculate voltage drop based on conductor length, type of material, and size; and utilize electrical measuring instruments. Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

Course Schedule:**Week Topic**

1	Ch 1&2	Electrical Principles, Basic Quantities
2	Ch 3&4	Ohm's Law, Safety
3	Ch 5,6,8	Math Principles, Applications, Meter Abbreviations & Display
4	Ch 9,10,11	Taking Standard Measurement's, Symbols and Printreading Circuit Conductors, Connections & Protection
5	Ch 12,13,14	Series Circuits, Parallel Circuits, Series/Parallel Circuits
6	Ch 15,16,17	Transformers and Smart Grid Technology, Electric Motors Resistance, Inductance and Capacitance
7	Ch18,19,20,21	Circuit Requirements, Residential, Commercial, Industrial
8	Finals	

Course Requirements and Evaluation:

Testing, 25% of total grade/Attendance, 50% of total grade/Daily Grade 25% of total grade

Beginning with the spring semester 2001, a grade of "D" will not be given. An average of 70 or above will be considered passing while a grade below 70 will be considered failing.

Class Attendance:

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Tech Support:

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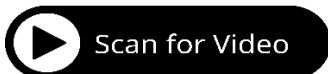
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Acknowledgement:

This is to acknowledge that I have received a copy of the syllabus for the course ELPT 1411, Basic Electrical Theory I understand that it is my responsibility to read and understand the syllabus and to abide by the guidelines presented therein.

Printed Name

Signature

Date

Cell #

Course # (ELPT-1429)
Course Title (Residential Wiring)
Fall B 2026

Instructor: David Hartman
Office: A122
Phone: 903-457-8738
Email: dhartman@parisjc.edu
Office Hours: MTWR 7AM-8AM
MTWR 9:05-10:00

Meeting Location: A120
Meeting Days: MTWR
Meeting Times: 1 PM to 4:20 PM

Course Description:

Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.

Credits: 4 SCH = 2 lecture and 6 laboratory
TSI Requirement: NA- M, NA- R, NA- W.
Prerequisite(s): High school Diploma or GED

Required Textbook(s) and Materials:

Residential Wiring and Smart Home Technology ISBN # 978-0-8269-1833-8

Gary J Rockis

Course Goals and Objectives:

Compute the circuit sizes needed for the installation of branch circuits, feeders, and service entrance conductors; explain the proper installation of wiring devices according to electrical codes; demonstrate grounding methods; install ground fault circuits; identify residential wiring methods; and demonstrate proper safety procedures.

Course Schedule:

Week Topic

1	Ch.1,2,3,4	Power Generation, Distribution, and Smart Grid Systems, Electrical Quantities, Voltage Sources, and Generators Service Entrances and Smart Meter Installation Electrical Grounding and Overcurrent Protection
2	Chapter 5,6,7	Electrical Safety, Tools, and Test Instruments Electrical Prints and Diagrams Electrical Connections
3	Chapter 8,9,10	Nonmetallic-Sheathed Cable Metallic- Sheathed Cable Conduit
4	Chapter 11,12	Receptacles Switches and Branch Circuit Installation
5	Chapter 13,14	Smart Home Infrastructure

6	Chapter 15,16	Security Systems and Smart Home Applications Fire Alarm Systems and Smart Home Applications Home Energy Management and Smart Home App.
7	Chapter 17	Lifestyle Applications of the Smart Home
8	Finals	

Course Requirements and Evaluation:

Testing, 25% of total grade/Attendance, 50% of total grade/Daily Grade 25% of total grade

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



"For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency."

SOCIAL SECURITY NUMBER – Social security number disclosure is required by Section 231.302(c)(1) of the Texas Family Code in order to obtain a license.

Acknowledgement:

This is to acknowledge that I have received a copy of the syllabus for the course ELPT 1429 Residential Wiring. I understand that it is my responsibility to read and understand the syllabus and to abide by the guidelines presented therein.

Printed Name

Signature

Date

Cell #

ELPT 2319.10B0
Programable Logic Controllers I
Fall 2026 – 1st Wk Subterm

Instructor: Jeff Frankland
Office: WTC 1111B
Phone: 903-782-0726
Email: jfrankland@parisjc.edu
Office Hours: See Door Schedule

Meeting Location: Paris, WTC 1111
Meeting Days: Tues & Thurs
Meeting Times: 8 am – 11:30 am

Course Description:

A continuing study in programmable controllers. Topics include HMI terminal connection, communication, & operation; PLC hardware troubleshooting; HMI application and editing; Analog I/O; and variable output operations. Students will utilize industry leading automation software suites.

Credits: SCH = 3
Prerequisite(s): RBTC 1301
TSI Requirement: N/A

Required Textbook(s) and Materials:

Online Subscription to Learnamator.com required. An electronic code will be provided after registering for class.

Course Goals and Objectives:

Students who pass the course will be able to program and troubleshoot the AB CompactLogix PLC platform and PanelView HMI's. They will gain understanding of control software by utilizing the Rockwell suite of programming software. This includes RSlinx, Studio5000, RSLogix5000, FactoryTalk, and Connected Components Workbench

Course Requirements and Evaluation:

There will be online quizzes and practical Skill Assessments for each Module.

Course grade will be computed as follows:

Grading:

50%: Quizzes
50%: Labs

Grading Scale:

90 – 100 is an "A"
80 – 89 is a "B"
70 – 79 is a "C"
60 – 69 is a "D"

Required Activity:

Reference the IT Checklist and work through it before the next class.

<https://www.parisjc.edu/technology/pjc-it-checklist.php>

The checklist covers everything students need to be ready on day one. **Important:** PJC has now enforced multi-factor authentication (MFA) for all student accounts. If you have not set it up, you will be forced to. This is covered in the checklist above.

Please send all IT requests to techsupport@parisjc.edu

Emailing techsupport@parisjc.edu automatically creates a ticket, which lets IT track every request and prioritize appropriately.

Course Policies:

Make up labs will not be scheduled for any module(s) that are over 3 weeks past due. Scheduling of make up labs are the responsibility of the student. Requests for make up labs will need to include more than one student if there are others that desire make ups.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

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<https://www.parisjc.edu/consumer-information/complaints.php>

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change through student email and/or Blackboard.

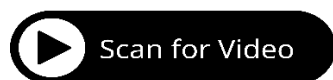
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

The primary method of instruction will be a self-paced facilitator model. The instructor will serve as a facilitator for the student’s learning, thus enabling the student to move at his/her own pace. Computer-based learning modules and practical hands-on lab activities will be incorporated throughout the course. Classroom presentations will be used at the instructor’s discretion. Self-Reviews, Skill Activities, Quiz Assessments, and Skill Assessments will be used to evaluate the student’s competency.

A recommended schedule with weekly targets is as follows. Although this is a self-paced course and all Objectives and online quizzes can be completed at any time, the weekly hands-on skill activities will need to be completed in class each week utilizing the training equipment in the PLC lab.

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
1. Week of 8/24 <i>(use 990-CL1F trainers)</i>	Introductions, Handouts, Policies & Procedures Paint Mixer Assignment	Lab Exercises
2. Week of 8/31	HMI Ethernet Operation	Module 1 & Quiz

3. Week of 9/7	Component Troubleshooting	Module 2 & Quiz
4. Week of 9/14	Systems Troubleshooting	Module 3 & Quiz
5. Week of 9/21	Midterm Special Topic	To be assigned
6. Week of 9/28 <i>(use 990-PAB53 trainers)</i>	Basic PanelView Plus Terminal Operation	Module 4 & Quiz
7. Week of 10/5	PanelView Plus Application Editing 1 & 2	Module 5 & 6, and Quizzes
8. Week of 10/12	Analog Inputs Analog Outputs FINALS WEEK	Module 7 & Quiz Module 8 & Quiz

ELPT-1351.40C0
Electrical Machines
Fall 2026 – 2nd Flex

Instructor: Mrs. Sanchez
Office: A115
Phone: 903-457-8737
Email: isanchezhaynes@parisjc.edu

Location: Greenville, Workforce Building A113
Meeting Days: Mondays & Wednesdays
Meeting Times: 2:00pm-5:30pm
Office Hours: See Door Schedule

Course Description:

This course is a co-requisite of INMT 2345 and will include Module 3 – Production & Processes, and Module 4 – Maintenance Awareness within the MSSC CPT 4.0 Certification Program.

Credits: 3 SCH

Co-requisite(s): INMT 2345 (MSSC CPT 4.0 Safety & Quality Modules)

TSI Requirement: N/A

Required Textbook(s) and Materials:

Online access at mssctraining.com will be provided. Materials related to hands-on skills and pertinent equipment will also be provided

Course Goals and Objectives:

Successfully complete and obtain certification in Modules 3 & 4 of the Manufacturing Skill Standards Council (MSSC) Certified Production Technician program.

Course Requirements and Evaluation:

There will be online quizzes, module assessments, skill assessments, and 2 exams.

Course grade will be computed as follows:

Grading:

50%: Online Quizzes

25%: Module Assessments

25%: Skill Assessments

Grading Scale:

90 – 100 is an "A"

80 – 89 is a "B"

70 – 79 is a "C"

60 – 69 is a "D"

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Make up labs will not be scheduled for any module(s) that are over 2 weeks past due. Scheduling of make-up labs are the responsibility of the student.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 24th**.

Class Conduct:

No open drinks, cans, bottles, or mugs in the classroom. All drinks must be in a spill proof container. Food will be permitted at the student's desk and not anywhere near mechatronics equipment. – If there is a Lunch break during your course, it is up to the instructors discretion to change or amend these rules.

Please turn off or silence and put away all cell phones, laptops, tablets, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

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Complaint Procedures:

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ADA Statement:

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responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

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Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

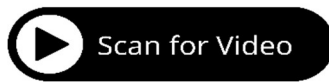
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

The primary method of instruction will be a self-paced facilitator model. The instructor will serve as a facilitator for the student's learning thus enabling the student to move at his/her own pace. Computer-based learning modules and practical hands-on lab activities will be incorporated throughout the course. Classroom presentations will be used at the instructor's discretion. Self-Reviews, Skill Activities, Quiz Assessments, and Skill Assessments will be used to evaluate the student's competency.

A recommended schedule with weekly targets is as follows. Although this is a self-paced course and all Objectives and online quizzes can be completed at any time, the weekly hands-on skill activities will need to be completed in class each week. There will be scheduled Certification Exams for Module 3 on Week 4 and Module 4 on Week 8.

Mod#			Mod#		
Week 1	1	Princ of Manf Automation	Week 5	1	Total Productive Maint (TPM)
	2	Industry 4.0 Technologies		2	Mech Power Transmission
	3	Advan. Manufacturing Mat'ls		3	Gear Drives
	4	Advan. Manufacturing Processes		4	Belt Drives
	5	Mech. Power		5	Chain Drives
	6	Basic Mech. Elements		6	Oil Lubrication
	7	Power Efficiency		7	Grease Lubrication
Week 2	8	Hand Tools	Week 6	8	Intro to Fluid Power
	9	Band Saw Operation		9	Pneumatic Power
	10	Intro to Drill Press		10	Basic Cylinder Circuits
	11	Mach Operations 1		11	Hydraulic Power
	12	Mach Operations 2		12	Basic Hydr Cylinder Circuits
	13	Intro to CNC Machining		13	Fluid Power Speed Control
	14	CNC Workspace		14	Hydraulic Filtration
Week 3	15	CNC Programming & Operation	Week 7	15	Basic Electrical Circuits
	16	Automated System Operation		16	Electrical Voltage & Current Concepts
	17	Machine Adjustments		17	Electrical Resistance Measurement
	18	Machine Troubleshooting		18	Power in Electrical Circuits
	19	Manufacturing Metrics		19	Control Logic Circuits
	20	Production Planning & Workflow		20	Electrical Control Diagrams
	21	Intro to Lean Manufacturing		21	Relay Control Circuits
Week 4	22	Lean Manuf.Organization	Week 8 & FINALS	22	Automation Sequence Circuits
	23	Lean Manuf.Operation		23	Intro to Electronic Sensors
	24	Inventory Management		24	Programmable Controller Operation
	25	Production Control		25	Basic PLC Programming
	26	Material Quality Control		26	PLC Motor Control
	** MODULE 3 ASSESSMENT **			27	Basic Robot Operation
				28	Intro to Welding
		29	Welding Operations		
		30	Weld Types		
		** MODULE 4 ASSESSMENT **			

ELPT-2319.40B0

**Programmable Logic Controllers I
Fall 2026 – 1st Flex**

Instructor: Mrs. Sanchez
Office: A115
Phone: 903-457-8737
Email: isanchezhaynes@parisjc.edu

Location: Greenville, Workforce Building A113
Meeting Days: Mondays & Wednesdays
Meeting Times: 2:00pm-5:30pm
Office Hours: See Door Schedule

Course Description:

A continuing study in programmable controllers. Topics include HMI terminal connection, communication, & operation; PLC hardware troubleshooting; HMI application and editing; Analog I/O; and variable output operations. Students will utilize industry leading automation software suites.

Credits: 3 SCH
Prerequisite(s): RBTC 1301
TSI Requirement: N/A

Required Textbook(s) and Materials:

Online Subscription to Learnamator.com required. An electronic code will be provided after registering for class.

Course Goals and Objectives:

Students who pass the course will be able to program and troubleshoot the AB CompactLogix PLC platform and PanelView HMI's. They will gain understanding of control software by utilizing the Rockwell suite of programming software. This includes RSlinx, Studio5000, RSLogix5000, FactoryTalk, and Connected Components Workbench

Course Requirements and Evaluation:

There will be online quizzes, paper packets, and practical Skill Assessments for each Module, as well as a midterm and final exam.

Course grade will be computed as follows:

Grading:	Grading Scale:
25%: Online Quizzes	90 – 100 is an "A"
25%: Exams	80 – 89 is a "B"
50%: Participation and Skill Assessments	70 – 79 is a "C"
	60 – 69 is a "D"

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Make up labs will not be scheduled for any module(s) that are over 2 weeks past due. Scheduling of make-up labs are the responsibility of the student.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st**.

Class Conduct:

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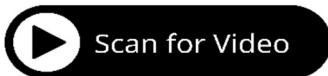


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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
1. Week of 8/24 <i>(use 990-CL1F trainers)</i>	Introductions, Handouts, Policies & Procedures Paint Mixer Assignment	Lab Exercises
2. Week of 8/31	HMI Ethernet Operation	Module 1 & Quiz
3. Week of 9/7	Component Troubleshooting	Module 2 & Quiz
4. Week of 9/14	Systems Troubleshooting	Module 3 & Quiz
5. Week of 9/21	Midterm Special Topic	To be assigned
6. Week of 9/28 <i>(use 990-PAB53 trainers)</i>	Basic PanelView Plus Terminal Operation	Module 4 & Quiz
7. Week of 10/5	PanelView Plus Application Editing 1 & 2	Module 5 & 6, and Quizzes
8. Week of 10/12	Analog Inputs Analog Outputs FINALS WEEK	Module 7 & Quiz Module 8 & Quiz

Paris Junior College

EMSP 1160.10A0 EMT-BASIC Fall 2026

Instructor: James Smith Meeting Location: Clinical and Field Sites
Office: WTC 1014 Meeting Days: TBD
Phone: 903-782-0750 Meeting Times: TBD
Email: james.smith@parisjc.edu
Office Hours: As posted and by appointment as needed.

Course Description

Course Number: EMSP 1160.10A0
Course Title: EMT-Basic
Course Length: 16 Weeks
Clinical Hours: 64 hours EMS (MICU) with 8 emergency runs
24 hours ER
8 hours labor and delivery (may be simulated)
* At least 8 total patient encounters must be documented.

Required Course Material

The student will be granted access to the Platinum Planner online product to schedule and document clinical/field shifts. Instructions will be posted on the PJC Blackboard course.

Clinical Uniform: A green polo shirt (purchased through program approved vendor), navy or black pants (EMS pants are acceptable); black belt and shoes/boots; student clinical ID; stethoscope; pen light; scissors; any deviation from clinical uniform is unacceptable.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Important Due Dates

The PJC Health Occupations medical physical form, all required immunizations and a notarized waiver form must be completed and uploaded to the designated PJC website location during the first two weeks of class. Any pre-clinical requirements not done by this date could result in the student being unable to attend certain clinical locations and/or successfully complete the EMSP 1160 course on time. An American Heart Association Health Care Provider CPR card must be obtained before starting clinicals; more instructions and options for obtaining this credential will be available on the PJC Blackboard course. Withdrawals must be initiated by the student. **The last day for a student to withdraw from this course with a grade of "W" is November 12, 2026.**

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic status, financial aid, billing, registration, and campus alerts, will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Catalog Description: EMSP 1160 – one (1) credit hour. A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. A total of ninety-six (96) clinical and field hours shall be completed in the emergency department, labor and delivery, and mobile intensive care unit.

Learning Outcomes:

Upon completion of the program, the graduate will:

- Demonstrate competency and the knowledge to recognize and care for a medical emergency.
- Demonstrate competency and the knowledge to recognize and care for a trauma emergency.
- Demonstrate competency to function as an entry-level pre-hospital provider at the EMT level.

Program Objectives:

1. Upon completion of the program, the graduate will recognize the nature and seriousness of a patient's condition or extent of injuries to assess requirements for emergency medical care.
2. Upon completion of the program, the graduate will administer appropriate emergency medical care based on assessment findings of a patient's condition.
3. Upon completion of the program, the graduate will lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury.
4. Upon completion of the program, the graduate will perform safely and effectively the expectations of the job description.
5. Upon completion of the program, the graduate will demonstrate appropriate documentation of all required aspects of an EMS run.
6. Upon completion of the program, the graduate will demonstrate personal behavior and attitudes consistent with employer expectations and professional standards.
7. Upon completion of the program, the graduate will demonstrate familiarity with all certifications, licensing and governing agencies of the EMS profession.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

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1. Copying from another student’s test or class work.
2. Using test materials not authorized by the person administering the test.
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test, paper, or another assignment.
5. The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test.
6. Substituting for another student, or permitting another student to substitute for oneself, to take a test.
7. Bribing another person to obtain an un-administered test or information about an un-administered test.
8. Manipulating a test, assignment, or final course grade.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Students are required to adhere to all Paris Junior College’s policies and procedures. Policies and procedures are in the Student Handbook which is available in both paper and electronic format. Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Complaint Procedures:

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Conduct of Course

I. Teaching Methods:

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- B. Skills can only be performed in the Clinical and/or Field settings after the student has previously demonstrated the ability to safely and proficiently perform them in the Lab setting.

II. Determination of Course Grade: The overall grade for this course is based on evaluation and feedback from preceptors and patient documentation reviewed by the instructor. The preceptor will be evaluating the student's psychomotor and affective behavior domains according to the following rankings:

- "Good" – exceeds all expectations & works independently = 2
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Grade Ranges for Mid-Term, all pre-clinical requirements must be completed, and the grade will be calculated using the following rubric:

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Illness Policy

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1. Your symptoms are getting better overall, and
 2. You have not had a fever (and are not using fever-reducing medication).
- When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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It is the policy of Paris Junior College to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook. Here are the steps for students to request accommodation. **Note:** The student must be enrolled in classes before they submit their request.

1. Have the student log-in to **MyPJC**.
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3. On left side, click on **Reports and Forms**.
4. Find **Request for Accommodations Form** under Forms.
5. The student should complete the form and attach documentation (or the student may email their documentation to ahoskins@parisjc.edu).
6. The student should select (check mark) each class for which they want an accommodation letter to be sent to the instructor.

Once the PJC Accommodations office receives the student’s request and documentation, we will review and either approve the request or contact the student about their request. When the request is approved, an accommodation letter will automatically be sent out to each instructor (as instructed by the student in their request) via email as well as to PJC’s Testing Center.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023. If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center or by email (advising@parisjc.edu) and in the community.

Other Requirements

All students enrolled in EMSP 1160 must be concurrently registered in EMSP 1501. **For students to attend off-campus clinical and field experiences, they must maintain a passing average of 75% in the EMSP 1501 course.** To receive a course completion and be eligible for the National Registry Examination, all requirements for both courses must be met. **Read this syllabus carefully** and print a copy for future reference. **This syllabus is considered the ruling document when questions arise.** The syllabus, schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances. Any changes to the course syllabus, class outline or schedule will be communicated to the students via PJC Blackboard course notifications and student Dragon Mail. If you have questions or need assistance, please contact any of the following:

- James Smith, EMT Instructor, 903-782-0750
- Heath Thomas, EMSP Coordinator, 903-782-0735

Paris Junior College

EMSP 1160.40A0 EMT-BASIC Fall 2026

Instructor: James Smith Meeting Location: Clinical and Field Sites
Office: WTC 1014 Meeting Days: TBD
Phone: 903-782-0750 Meeting Times: TBD
Email: james.smith@parisjc.edu
Office Hours: As posted and by appointment as needed.

Course Description

Course Number: EMSP 1160.40A0
Course Title: EMT-Basic
Course Length: 16 Weeks
Clinical Hours: 64 hours EMS (MICU) with 8 emergency runs
24 hours ER
8 hours labor and delivery (may be simulated)
* At least 8 total patient encounters must be documented.

Required Course Material

The student will be granted access to the Platinum Planner online product to schedule and document clinical/field shifts. Instructions will be posted on the PJC Blackboard course.

Clinical Uniform: A green polo shirt (purchased through program approved vendor), navy or black pants (EMS pants are acceptable); black belt and shoes/boots; student clinical ID; stethoscope; pen light; scissors; any deviation from clinical uniform is unacceptable.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Important Due Dates

The PJC Health Occupations medical physical form, all required immunizations and a notarized waiver form must be completed and uploaded to the designated PJC website location during the first two weeks of class. Any pre-clinical requirements not done by this date could result in the student being unable to attend certain clinical locations and/or successfully complete the EMSP 1160 course on time. An American Heart Association Health Care Provider CPR card must be obtained before starting clinicals; more instructions and options for obtaining this credential will be available on the PJC Blackboard course. Withdrawals must be initiated by the student. **The last day for a student to withdraw from this course with a grade of "W" is November 12, 2026.**

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic status, financial aid, billing, registration, and campus alerts, will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Catalog Description: EMSP 1160 – one (1) credit hour. A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. A total of ninety-six (96) clinical and field hours shall be completed in the emergency department, labor and delivery, and mobile intensive care unit.

Learning Outcomes:

Upon completion of the program, the graduate will:

- Demonstrate competency and the knowledge to recognize and care for a medical emergency.
- Demonstrate competency and the knowledge to recognize and care for a trauma emergency.
- Demonstrate competency to function as an entry-level pre-hospital provider at the EMT level.

Program Objectives:

1. Upon completion of the program, the graduate will recognize the nature and seriousness of a patient's condition or extent of injuries to assess requirements for emergency medical care.
2. Upon completion of the program, the graduate will administer appropriate emergency medical care based on assessment findings of a patient's condition.
3. Upon completion of the program, the graduate will lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury.
4. Upon completion of the program, the graduate will perform safely and effectively the expectations of the job description.
5. Upon completion of the program, the graduate will demonstrate appropriate documentation of all required aspects of an EMS run.
6. Upon completion of the program, the graduate will demonstrate personal behavior and attitudes consistent with employer expectations and professional standards.
7. Upon completion of the program, the graduate will demonstrate familiarity with all certifications, licensing and governing agencies of the EMS profession.

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- Heath Thomas, EMSP Coordinator, 903-782-0735

EMSP 1161.10C0
Clinical – Emergency Medical Technology/Technician
Flex B Fall 2026

Instructor:	Heath Thomas	Meeting Location:	Clinical Sites
Office:	WTC 1012	Meeting Days	Variable
Phone:	903.782.0735	Meeting Times:	As scheduled
Email:	hthomas@parisjc.edu		
Office Hours:	Lab/and by Appointment		

Course Description:

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Credits: SCH = 1.0.5

TSI Requirement: NONE

Prerequisite(s): EMSP 1501, EMSP 1160, EMSP 1438, EMSP 1356

Required Textbook(s) and Materials:

- Platinum Planner Access

You should have a tablet with a keyboard or a small laptop for this program. These devices will be used to enter your skills and clinical experiences and record your lab practice and requirements. Phones can be used, but they should be used with prudence. Refer to the policies section for cellphone usage policies.

- Program Pulsara Access

Clinical Uniform

- Green PJC EMS Polo Shirt
- Official PJC EMS T-Shirt
- Dark Blue or Black EMS Pants (BDUs are acceptable DENIM IS NOT)
- Black Belt
- Black polishable closed-toe shoes/boots
- PJC Student Name Badge (Must be worn at all times while at clinical sites)
 - Must be secured between the shoulder and belly button with visible name.

Recommended Materials

- Stethoscope
- Penlight
- Manual BP Cuff

Course Goals and Objectives:

- Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and around political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

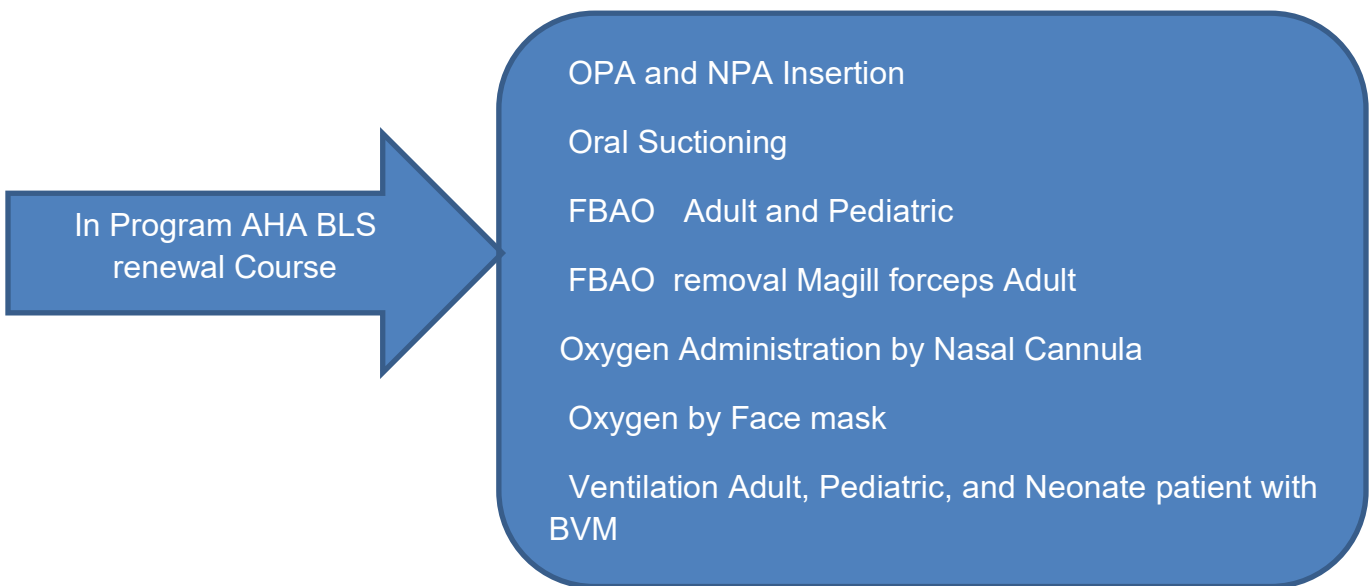
Course Schedule:

Students will be released to schedule clinical rotations after they have completed the following Peer-to-Peer and Instructor skills evaluations and completed the clinical site orientations:

Refer to the program handbook for details on scheduling clinical hours.

Basic Skills Verification

All students must complete an AHA BLS renewal course during the program's first week. Successful completion of this renewal course will verify the following essential skills:



Students who receive their EMT-Basic Certification within one (1) year of starting the paramedic program will have the opportunity to verify their remaining basic skills, including five basic skills, through a single simulation.

Students who received their EMT-basic Certification more than (1) year before the start of the paramedic program or those who are unsuccessful in the verification as defined above will be required to complete a successful instructor evaluation on all EMT-basic skills.

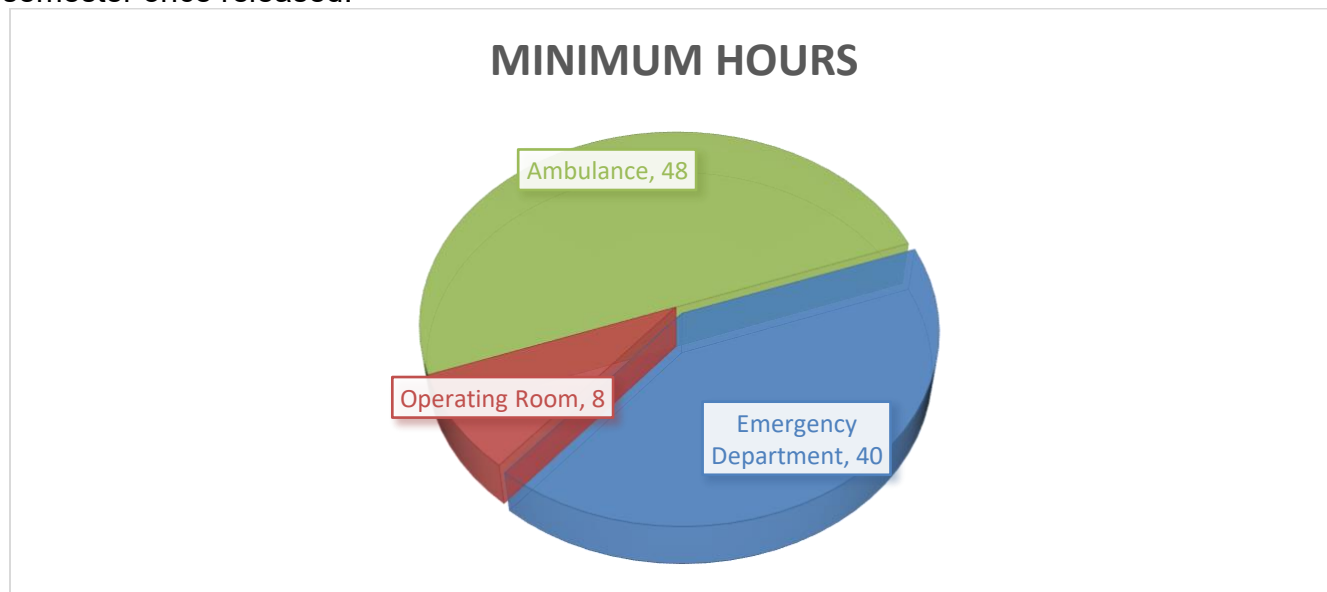
Advanced Skills for Clinical Release

Students will have completed at minimum the following skills during EMSP 1338/1438 and/or EMSP 1356:

- ☐ Direct orotracheal Intubation of the adult and pediatric patient
- ☐ Nasotracheal Intubation of the adult patient
- ☐ Supraglottic Airway Device Adult and pediatric patient
- ☐ CPAP and PEEP
- ☐ Trauma Endotracheal Intubation
- ☐ Pleural Decompression
- ☐ Adult Trauma physical Assessment
- ☐ Adult and Child Comprehensive Physical Assessment Techniques
- ☐ Intravenous Therapy
- ☐ IV Bolus Medication Administration
- ☐ IV Piggyback Infusions
- ☐ Interosseous Infusions
- ☐ Intramuscular, Subcutaneous, and Intranasal Medication Administration
- ☐ Glucometer
- ☐ Needle and Surgical Cricothyrotomy
- ☐ Nasogastric Decompression
- ☐ Finger Thoracotomy

Minimum Required Course Clinical and Field Hours

Students will be required to complete at minimum the following clinical hours by the end of the semester once released.



- ❖ Fall is a good time to look for pediatric age patients.

Clinical Experience Skills Goals

25	• Establish IV Access
2	• Administer IV Infusion Medication
2	• Administer IV Bolus Medication
2	• Administer IM Injection
10	• Perform PPV with BVM
10	• Oraltracheal Intubation
2	• Endotracheal suctioning
2	• Establish IO Access
10	• Insert Supraglottic Airway

Course Requirements and Evaluation:

Students must maintain a minimum grade of “C” or better in all co-requisite courses to remain eligible to attend clinical rotations.

All Students will be expected to fully participate in all laboratory and clinical requirements for successful completion of the course. Course grade will be based on successful attendance and completion of requirements for both Clinical and Laboratory skills, and requirements.

Good behavior is always expected in the classroom. Unprofessional behavior will not be tolerated (Ex. talking, excessive cursing, sexual remarks.) Students or instructors will not tolerate sexual harassment. Racial and ethnic slurs will not be tolerated.

REQUIRED ACTIVITY:

All students must complete the FIrts Assignment located in the “Course Content” section of blackboard by 11:59 P.M. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

COURSE GRADING RUBRIC

Grade for this clinical course will be determined by the following:

Grade	Required Conditions to Meet or complete	Clarification
C	40 hours Emergency Department Hours	
	8 hours Operating Room Hours	Must have a minimum of 10 Live intubations
	48 hours Ambulance (Field) Rotations	
	Less than 10% shifts with late documentation	Shifts submitted more than 24 hours after shift completion
	No Missed Evaluations	- Preceptor - Site
B	40 hours Emergency Department Hours	
	8 hours Operating Room Hours	Minimum of 10 Live Intubations
	48 hours Ambulance (Field) Rotations	
	Less than 5% shifts with late documentation	Shifts locked less than 24 hours after shift completion
	No Missed Evaluations	- Preceptor - Site (by Dept./Base)
	Preceptor Evaluations of Student 80% or greater average	- Platinum clinical evaluation - Platinum Affective Behavior evaluation
A	40 hours Emergency Department Hours	All Subcutaneous and IM objectives completed
	8 hours Operating Room Hours	Minimum of 10 Live Intubations
	48 hours Ambulance (Field) Rotations	
	No shifts with late documentation	
	No Missed Evaluations	- Preceptor - Site (by Dept./Base) - Preceptor evaluation of the student - Behavioral Evaluation of Student
	Preceptor evaluations of Student 90% or greater average	

- If the minimum requirements for a grade of C are not met by the end of the scheduled semester, the student will receive a grade of F.
- Students not completing clinical hours on time will receive a full letter grade deduction in their overall course grade.

Course Policies

ATTENDANCE POLICY

Students will attend all scheduled clinical, field, and laboratory hours. Failure to attend scheduled hours without notification and permission from the course instructor or clinical coordinator will result in failure of the course.

PENALTIES FOR LATE WORK

Students' clinical documentation submitted 24 hours or more after the clinical shift will not receive credit for those hours and skills unless approved by the Instructor or Program director.

LEAVING CLINICAL SITES

Students must remain at the clinical site for the duration of their shift. Leaving for lunch or breaks is not permitted.

DOCUMENTATION REVISION REQUESTS

Students who find errors in their clinical, field, or laboratory documentation can request a revision. If this request is made after the preceptor has reviewed the documentation, it will require scheduling an appointment with the clinical coordinator or course instructor.

SOCIAL MEDIA POLICY

Students should review the social media policy listed in course documents on Blackboard.

TATOO POLICY

This is for students with visible tattoos when wearing the standard clinical uniform. A long-sleeved undershirt that covers all upper extremity tattoos should be worn. This is to meet the requirements of many of your clinical site policies. NO exceptions will be made to this policy. Failure to comply with this policy will result in probationary program status and up to expulsion and failure of the course.

JEWELRY POLICY

Limited jewelry will be allowed during clinical rotations. Acceptable jewelry includes wedding bands and stud earrings. No dangling earrings, nose, tongue, or other facial piercings will be permitted at clinical sites. There is NO EXCEPTION TO THIS Policy due to safety concerns.

CLINICAL AND FIELD SKILLS PERFORMANCE

Students can practice any skill or competency for which they have received clearance through instructor evaluation or clinical coordinator clearance. Students should not perform **ANY** skill for which he/she has not been cleared for live patient contact by the clinical coordinator or course instructor unless under the direct supervision of a physician.

CLINICAL EXTENSIONS

Students seeking coursework extensions can do so by scheduling a meeting with the program director and course instructor. The student is responsible for presenting compelling evidence as to the need for the extension. Extensions will be granted on a case-by-case basis and at the sole discretion of the program director and course instructor.

An extension will only be granted for 15 days after the official close of the semester. If the minimum hours from the previous semester have not been completed by this time, an “F” will be issued for the course.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Exception to AI tool usage, students will not be permitted to utilize AI for narrative construction of real-world patients during clinical and field rotations unless such tool can be verified to meet the legal and ethical requirements for HIPPA.

FACIAL HAIR POLICY

Based on the requirements of our clinical affiliations, facial hair must comply with the current CDC guidelines for facial hair and healthcare providers.

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Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is October 1st.

Students will attend all scheduled clinical, field and laboratory hours. Failure to attend scheduled hours without notification and permission from the course instructor or clinical coordinator will result in failure of the course.

Students will use the clock-in and clock-out feature provided by Platinum planner to identify when they arrive at and depart clinical sites.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Laptops and tablets are permitted and encouraged for note-taking, and they will be required for completing clinical documentation.

Cell phone can be utilized for this process. There is a mobile app for Platinum Planner that makes the clinical and field experience a little smoother. Phones are not to be used in patient care area, and students will follow clinical and field site policies on their use while on shift.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.**

Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination, may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

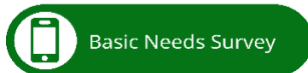
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

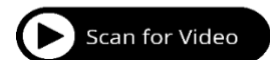
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



*EMSP 1208.20E0
Emergency Vehicle Operations
Fall Flex A 2026*

Instructor: Heath Thomas
Office: 1012
Phone: Office: 903.782.0735
Email: hthomas@parisjc.edu
Office Hours: By appointment

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

Discussion, Demonstration, and driving range practice. Addresses the operation of vehicles in emergency and non-emergency modes.

Credits: SCH = 2

TSI Requirement: None

Prerequisite(s): None

Required Textbook(s) and Materials:

- *EVOS: EMS Vehicle Operator Safety eBook: 9781284291797*

Course Goals and Objectives:

- Identify factors that affect the driving task,
- Utilize navigational aids to select routes,
- Demonstrate safe operations and recovery of the emergency vehicle.
- Demonstrate safe operations on emergency scenes.
- Demonstrate standard vehicle maintenance and check-offs.

National EMS Education Standards

	EMR	EMT	AEMT	Paramedic
Emergency Response Vehicles	- Risks and responsibilities of emergency response and radio communications (S,S) - Risks and responsibilities of operating emergency vehicles (S,S)	- Risks and responsibilities of emergency response and radio communications (S,S) - Risks and responsibilities of operating	- Risks and responsibilities of emergency response and radio communications (S,S) - Risks and responsibilities of operating emergency vehicles (S,S)	- Risks and responsibilities of emergency response and radio communications (S,S) - Risks and responsibilities of operating

		emergency vehicles (S,S) • Pediatric Transport considerations (F,F) Risks and responsibilities of transport (F,F)	• Pediatric transport considerations (F,F) • Risks and responsibilities of transport (F,F)	emergency vehicles (S,S) • Pediatric transport considerations (F,F) • Risks and responsibilities of transport (F,F)
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Course Schedule:

This course is presented online. All assignments are due by Saturday at 11:59 pm of the week they are assigned. *Exception – All week 8 coursework is due by Tuesday at 3 pm.

Week	Primary Assignment	Secondary Assignment
1	Vehicle Safety Inspections, Daily Inspections, Texas Regulations	
2	Basic Vehicle Operations	
3	Controlling Your Emergency Vehicle	
4	Use of Air Medical Transport	
5	Simulations	
6	Simulations	
7	Simulations or driving range	
8	Final Exam	

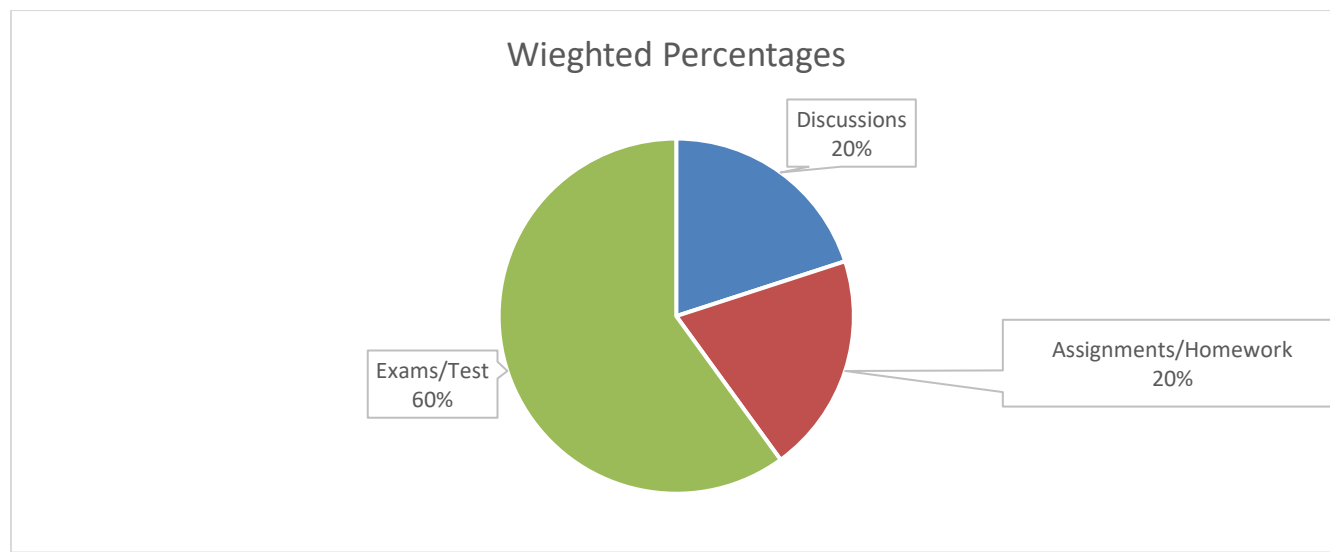
Course Requirements and Evaluation:**General Course Requirements and Evaluation**

<u>Course Grade</u>	<u>Requirements</u>
<u>A</u>	<u>Weighted Average of 90% or greater</u>
<u>B</u>	<u>Weighted Average of 85-90%</u>
<u>C*</u>	<u>Weighted Average of 80-85%</u>
<u>D</u>	<u>Weighted Average of 70-79%</u>

<u>F</u>	<u>Weighted Average of 69% or less</u>
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***A minimum grade of “C” is required to advance to the advanced level of the PJC EMS Education Programs.**

Course Work Weighted Percentages



Golden Nuggets (Discussion Post) Grading Rubric

Grade	Requirements
100	- Primary Post – Minimum of 25 words discussing something you learned, was made more clear or that you found interesting
	- Reply to another students post – 25 words in agreement or disagreement on another students post
0	- Failure to meet any of above criteria

EXAM Grades

All Exams will be graded based on a cut score of 75.

Cut Score Formulas:

- Raw Score below Cut Score : (Raw Score X Passing Grade) / Cut Score
- Raw score above Cut Score: ((Raw Score – Cut Score) divided by (1 minus Cut Score) multiplied by (1 minus Passing Grade)) plus the Passing Percentage

NAEMT EVOS CARD COURSE COMPLETION

This course offers the option for students to obtain their NAEMT EVOS Card. Students must complete any additional course work as provided in the course for EVOS, and successfully complete a one-day driving course. Date and time of driving course will be determined during the semester.

Course Policies

- **Student-Instructor Communications:**
 - o All official and primary communication should be made through your PJC dragon mail or college phone system.
- **Re-Takes:**
 - o If a student unsuccessfully meets the minimum passing grade requirement of an assignment or exam, they may attempt a second evaluation. Students must show proof of remediation before the retake. At a minimum, remediation will be a hand-written corrections sheet of all items missed and the location where the corrections were found. Failure to achieve the required 70% on the retake exam will fail in the course.
- **Artificial intelligence (AI)** tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.
-
- **Official Student Email Policy**
 - o Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.
 - o Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Class Attendance:

Participation requirement: All students must complete the Syllabus assignment before the semester's official reporting date or they will be dropped from the course for non-participation.

Class attendance is critical for the successful completion of this course. *For online courses, students must complete their work on time and adhere to due dates.* The student must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is October 1st, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through activities such as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action, including dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question, with no possibility of makeup work, and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals with disabilities who are students. This College will adhere to all applicable federal, State, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have symptoms of a respiratory virus that cannot be explained by another cause. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

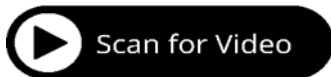
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



EMSP 1271.20E0 FAF1
EMS Documentation
Fall 2026

Instructor(s):	James Smith	Meeting Location:	Online
Office:	WTC 1014	Meeting Days:	08/24/2026 – 10/15/2026
Office Phone:	903.782.0750	Meeting Times:	Online
Email:	jamesmith@parisjc.edu	Refer to the Blackboard Course on the PJC website for assignment deadlines.	
Office Hours:	By Appointment		

Course Description:

This course is designed to describe and demonstrate what minimum content should be included in all types of emergency medical service patient care reports, including patient care reports, patient refusal reports and no contact reports; the legal and financial requirements of documentation as well as information needed for quality improvement processes.

Prerequisite(s): None

Required Materials:

- Computer & Internet access
- Microsoft Word & Adobe Reader
- Either of the following are **optional resources** for this course:
 - Standalone Virtual Patient Cases (ISBN9781284237344)
 - JB Learning access for EMSP 1501 or EMSP 1438

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Goals and Objectives:

By the end of this course students should be able to:

1. Demonstrate proper procedures to record patient findings.
2. Apply comprehensive knowledge of the principles of medical documentation and report writing.
3. Demonstrate skill in preparing patient care documents to support medical necessity.
4. Communicate effectively with other healthcare professionals in team environments including cohesive and organized patient hand-offs.
5. Demonstrate basic knowledge and skill using telemetric monitoring devices and transmission of clinical data including video data.
6. Demonstrate fundamental understanding of grammar through proper use of sentence structure, punctuation, and abbreviation usage.

You will be required to access your course through a web browser and download and upload assignments in Microsoft Word and Adobe formats.

For helpful links and information about Free Microsoft Office for Student use this link or enter <https://www.parisjc.edu/technology/pjc-it-checklist.php-2022-2027-qep/> into your preferred web browser.

Course Schedule:

This is an online course provided in an 8-week flex term. Each week, there will be assignments and/or tasks with posted deadlines.

Week	Subject	Primary Assignments
1	The EMS Documentation Framework	Activities & Discussion Board Posts
2	Medical Terminology - Part 1	Activities & Discussion Board Posts
3	Medical Terminology - Part 2	Activities & Discussion Board Posts
4	Clinical Narratives - Part 1	Activities & Discussion Board Posts Mid-Term due 9/16/2026 @ 2359
5	Clinical Narratives - Part 2	Activities & Discussion Board Posts
6	Consent, Refusals, and Special Situations	Activities & Discussion Board Posts
7	Clinical Reimbursement & Documenting Medical Necessity	Activities & Discussion Board Posts
8	Signatures and Final Evaluations	Activities & Discussion Board Posts Final Exam due 10/14/2026 @ 2359

Course Requirements and Evaluation:

Course Grade

A

B

C*

D

F

Requirements

Weighted Average of 90% or greater

Weighted Average of 85-90%

Weighted Average of 80-85%

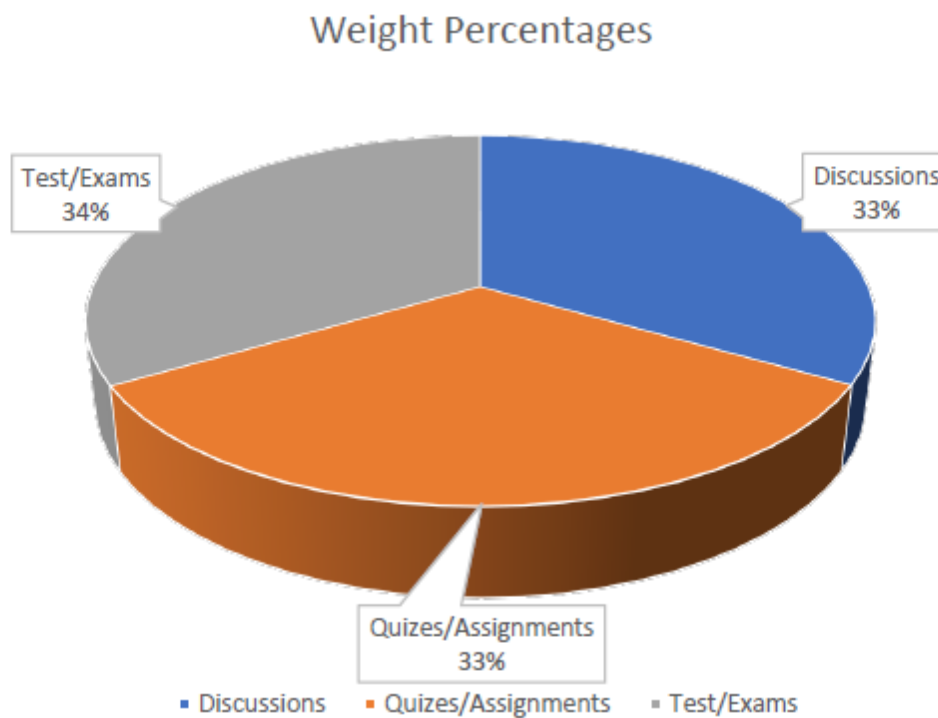
Weighted Average of 70-79%

Weighted Average of 69% or less

****A grade of "C" or higher is required to show success in this course and move onto the next portions of the program.***

GRADING FORMULA

- Written assignments will be scored according to the required content and the use of proper grammar, punctuation and spelling.
- All Exams will be graded based on a cut score of 75%.
- Grade distributions:



Course Policies:

- **Official Student Email Policy:** Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic status, financial aid, billing, registration, and campus alerts, will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.
- **Weekly Assignment Deadlines** - Any assignments not completed by the posted deadline will result in a ZERO (0) recorded in the grade book.
- **Late Work Submission or Make-Up Exams** - Will only be allowed after consultation with your instructor and will result in a 10-point, late-grade penalty.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. **The last day for a student to withdraw from this course with a grade of "W" is October 1, 2026.**

Class Conduct:

You must complete written assignments and post comments with other class members on a Discussion board. No unprofessional or obscene/vulgar language will be permitted in the online classroom environment. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

Use of Artificial Intelligence (AI) for Course Work:

EMSP Courses will not restrict the use of Artificial Intelligence software or programs for assistance with course work. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty. AI programs will not be allowed during testing at any point in all EMSP classes.

Illness Policy:

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You can return to your normal activities when, for at least 24 hours, both are true:

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

ADA Statement:

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1. Have the student log-in to **MyPJC**.
2. Click on the **Student** tab at the top of the page.
3. On left side, click on **Reports and Forms**.
4. Find **Request for Accommodations Form** under Forms.
5. The student should complete the form and attach documentation (or the student may

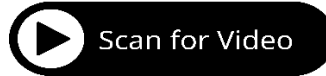
email their documentation to ahoskins@parisjc.edu).

6. The student should select (check mark) each class for which they want an accommodation letter to be sent to the instructor.

Once the PJC Accommodations office receives the student's request and documentation, we will review and either approve the request or contact the student about their request. When the request is approved, an accommodation letter will automatically be sent out to each instructor (as instructed by the student in their request) via email as well as to PJC's Testing Center.

Ansley Hoskins, M.Ed, Academic Advisor/ADA Coordinator
903-782-0281 Or Ext. 1281

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Read this syllabus carefully and print a copy for future reference. **This syllabus is considered the ruling document when questions arise.** The syllabus, schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances. Any changes to the course syllabus, class outline or schedule will be communicated to the students via PJC Blackboard course notifications and/or student Dragon Mail.

If you have questions or need assistance, please contact any of the following:

- James Smith, EMT Instructor, 903-782-0750

- Heath Thomas, EMSP Coordinator, 903-782-0735

EMSP 1271.20F0 FAF2
EMS Documentation
Fall 2026

Instructor(s):	James Smith	Meeting Location:	Online
Office:	WTC 1014	Meeting Days:	10/19/2026 – 12/10/2026
Office Phone:	903.782.0750	Meeting Times:	Online
Email:	jamesmith@parisjc.edu	Refer to the Blackboard Course on the PJC website for assignment deadlines.	
Office Hours:	By Appointment		

Course Description:

This course is designed to describe and demonstrate what minimum content should be included in all types of emergency medical service patient care reports, including patient care reports, patient refusal reports and no contact reports; the legal and financial requirements of documentation as well as information needed for quality improvement processes.

Prerequisite(s): None

Required Materials:

- Computer & Internet access
- Microsoft Word & Adobe Reader
- Either of the following are **optional resources** for this course:
 - Standalone Virtual Patient Cases (ISBN9781284237344)
 - JB Learning access for EMSP 1501 or EMSP 1438

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Goals and Objectives:

By the end of this course students should be able to:

1. Demonstrate proper procedures to record patient findings.
2. Apply comprehensive knowledge of the principles of medical documentation and report writing.
3. Demonstrate skill in preparing patient care documents to support medical necessity.
4. Communicate effectively with other healthcare professionals in team environments including cohesive and organized patient hand-offs.
5. Demonstrate basic knowledge and skill using telemetric monitoring devices and transmission of clinical data including video data.
6. Demonstrate fundamental understanding of grammar through proper use of sentence structure, punctuation, and abbreviation usage.

You will be required to access your course through a web browser and download and upload assignments in Microsoft Word and Adobe formats.

For helpful links and information about Free Microsoft Office for Student use this link or enter <https://www.parisjc.edu/technology/pjc-it-checklist.php-2022-2027-qep/> into your preferred web browser.

Course Schedule:

This is an online course provided in an 8-week flex term. Each week, there will be assignments and/or tasks with posted deadlines.

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2	Medical Terminology - Part 1	Activities & Discussion Board Posts
3	Medical Terminology - Part 2	Activities & Discussion Board Posts
4	Clinical Narratives - Part 1	Activities & Discussion Board Posts Mid-Term due 11/11/2026 @ 2359
5	Clinical Narratives - Part 2	Activities & Discussion Board Posts
6	Consent, Refusals, and Special Situations	Activities & Discussion Board Posts
7	Clinical Reimbursement & Documenting Medical Necessity	Activities & Discussion Board Posts
8	Signatures and Final Evaluations	Activities & Discussion Board Posts Final Exam due 12/09/2026 @ 2359

Course Requirements and Evaluation:

Course Grade

A

B

C*

D

F

Requirements

Weighted Average of 90% or greater

Weighted Average of 85-90%

Weighted Average of 80-85%

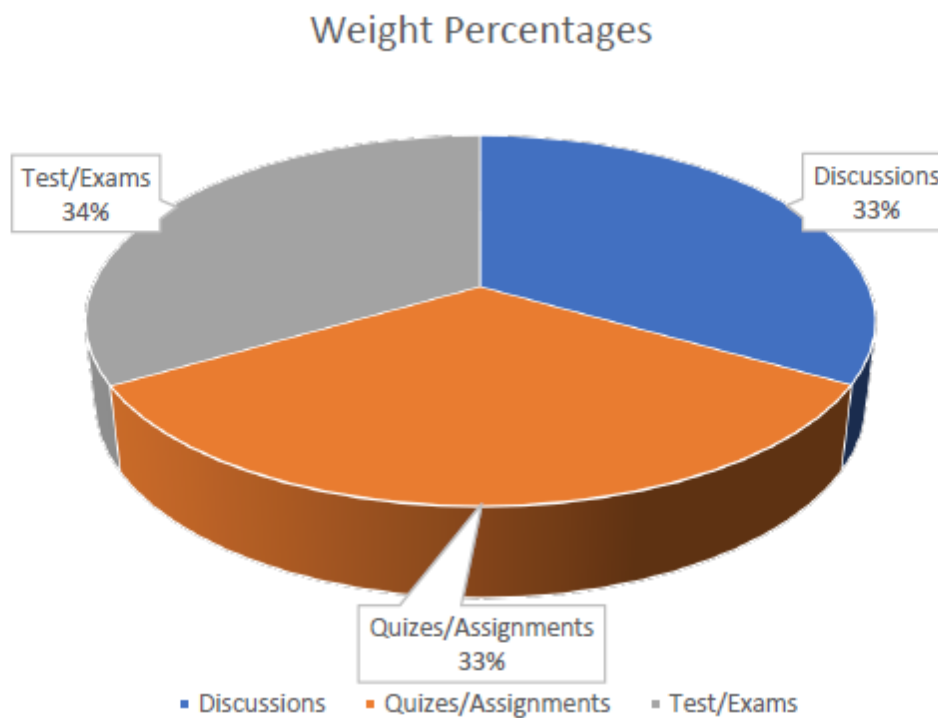
Weighted Average of 70-79%

Weighted Average of 69% or less

****A grade of "C" or higher is required to show success in this course and move onto the next portions of the program.***

GRADING FORMULA

- Written assignments will be scored according to the required content and the use of proper grammar, punctuation and spelling.
- All Exams will be graded based on a cut score of 75%.
- Grade distributions:



Course Policies:

- **Official Student Email Policy:** Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic status, financial aid, billing, registration, and campus alerts, will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.
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Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. **The last day for a student to withdraw from this course with a grade of "W" is November 24, 2026.**

Class Conduct:

You must complete written assignments and post comments with other class members on a Discussion board. No unprofessional or obscene/vulgar language will be permitted in the online classroom environment. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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EMSP Courses will not restrict the use of Artificial Intelligence software or programs for assistance with course work. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty. AI programs will not be allowed during testing at any point in all EMSP classes.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook. Here are the steps for students to request accommodation. **Note:** The student must be enrolled in classes before they submit their request.

1. Have the student log-in to **MyPJC**.
2. Click on the **Student** tab at the top of the page.
3. On left side, click on **Reports and Forms**.
4. Find **Request for Accommodations Form** under Forms.
5. The student should complete the form and attach documentation (or the student may

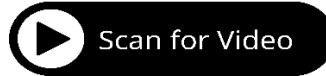
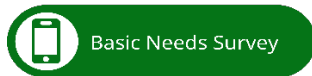
email their documentation to ahoskins@parisjc.edu).

6. The student should select (check mark) each class for which they want an accommodation letter to be sent to the instructor.

Once the PJC Accommodations office receives the student's request and documentation, we will review and either approve the request or contact the student about their request. When the request is approved, an accommodation letter will automatically be sent out to each instructor (as instructed by the student in their request) via email as well as to PJC's Testing Center.

Ansley Hoskins, M.Ed, Academic Advisor/ADA Coordinator
903-782-0281 Or Ext. 1281

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023. If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center or by email (advising@parisjc.edu) and in the community.

Read this syllabus carefully and print a copy for future reference. **This syllabus is considered the ruling document when questions arise.** The syllabus, schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances. Any changes to the course syllabus, class outline or schedule will be communicated to the students via PJC Blackboard course notifications and/or student Dragon Mail.

If you have questions or need assistance, please contact any of the following:

- James Smith, EMT Instructor, 903-782-0750

- Heath Thomas, EMSP Coordinator, 903-782-0735

EMSP 1338.10B0
Introduction to Advanced Practice
Fall Flex A 2026

Instructor:	Heath Thomas	Meeting Location:	WTC 1000
Office:	WTC 1012	Meeting Days:	MR
Phone:	903.782.0735	Meeting Times:	0830-1730
Email:	hthomas@parisjc.edu		
Office Hours:	By Appointment		

Course Description:

Fundamental elements associated with emergency medical services include preparatory practices, pathophysiology, medication administration, and related topics.

Credits: SCH = 3 lectures and 2 laboratory hours per week, from the approved course list.

TSI requirement: Required

Prerequisites: EMSP 1501, EMSP 1160, EMSP 1280, EMSP 1271

Required Textbook(s) and Materials:

Nancy Caroline's Emergency Care in the Streets 9e Digital Access Only; ISBN 9781284256833

Access to Platinum Planner and Platinum Testing (provided through student fees)

Class Uniform:

- Official PJC EMS t-shirts or official green PJC EMS polo shirt
- Dark blue or black EMS pants (BTUs are acceptable; Denim Is Not)
- Black belt
- Black Polishable closed-toe boots/shoes
- PJC student name badge
- Students coming off shift may wear their agency uniform in lieu of the class uniform on those days if they choose.

Recommended Materials:

- Stethoscope
- Penlight
- Manual BP Cuff

Course Goals and Objectives:

Upon completion of the course, the graduate will:

- Describe the roles and responsibilities of advanced EMS personnel within the EMS System.
- Apply Concepts of pathophysiology and pharmacology to the assessment and management of emergency patients.
- Administer medications, employ effective communication, interpret medical/legal issues, demonstrate ethical behaviors, and discuss the wellbeing of the paramedic.

Course Schedule

- Week 1: EMS Systems, Roles, Responsibilities, and Workforce Safety.
- Week 2: Ethics, Medical-Legal Issues, Communication
- Week 3: Anatomy/Physiology/Pathophysiology
- Week 4: Anatomy/Physiology/Pathophysiology
- Week 5: Anatomy/Physiology/Pathophysiology
- Week 6: Anatomy/Physiology/Pathophysiology
- Week 7: Simulation Lab
- Week 8: Final Exam

Course Requirements and Evaluation

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Lab Skill Requirements

Basic Skill Verification—Students who received their EMT Basic certification within the year before the start of the program will be verified based on certification. Students who were certified more than one year before the start of the Paramedic program will be required to complete a selected set of 5 BLS Skills to verify competency. Failure of any one skill will require evaluation of all BLS skills.

For successful completion, the following chart provides the minimum peer-to-peer and instructor-evaluated skills for this course:

<u>Skill/Scenario</u>	Peer	Instructor
Intravenous Therapy	2	1
Intravenous Bolus Medication Administration	2	1
Intravenous Piggyback Medication	2	1
Intramuscular Medication Administration	2	1
Subcutaneous Medication Administration	2	1
Intraosseous Access	2	2

Table 1 This table represents the minimum number of successful evaluations for each skill in each category. Students may have higher numbers due to needed practice prior to evaluations.

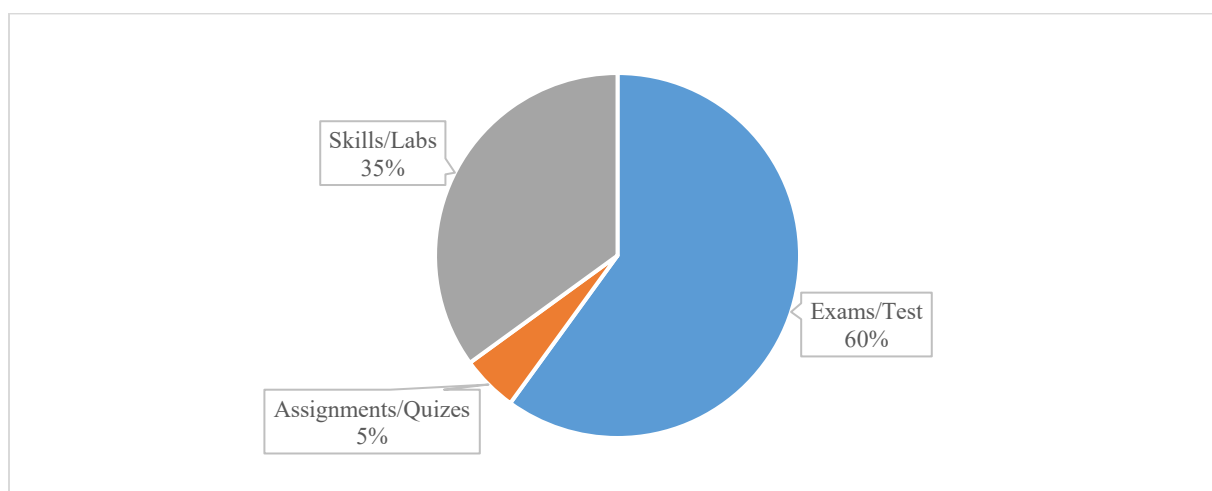
Course Grade Cut Offs

<u>Course Grade</u>	<u>Requirements</u>
<u>A</u>	<u>Weighted Average of 90% or greater</u>

<u>B</u>	<u>Weighted Average of 85-90%</u>
<u>C*</u>	<u>Weighted Average of 80-85%</u>
<u>D</u>	<u>Weighted Average of 70-79%</u>
<u>F</u>	<u>Weighted Average of 69% or less</u>

- A grade of “C” or higher is required to show success in this course and move onto the next portions of the program

Weighted Percentages



Exams

Students will have a maximum of two (2) attempts on each major (high stakes) exam. Second attempts will only be offered to students who have not been successful on the first attempt.

Second attempt exams will receive a maximum grade of 75% recorded in the student's record.

Exam Grade Calculations

All exams will be graded based on cut score calculations. Exam grades must be 75% or greater to be considered passing.

Cut Score Formulas:

- Raw Score below Cut Score : (Raw Score – Cut Score) divided by (1 minus Cut Score)

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- Raw Score above Cut Score: (Raw Score – Cut Score) divided by (1 minus Cut Score) multiplied by (1 minus Passing Grade)) plus the Passing Percentage

Passing Score will be equal to 70% on all exams

Cut Score will be equal to 75% on all exams.

Release for National Registry Testing

Course reasons for not being released for the National Registry exam are:

1. Overall course grade below “C” requirements
2. Repeated failure of skills with or without remediation
3. Failure of any retest
4. Not meeting attendance requirements.

Course Policies:

1. 80% Policy
 - a. In order for students to be allowed at a clinical site they must maintain all grade “C” requirements for all paramedic, co-requisite courses.
2. Attendance Policy:
 - a. Students should attend all scheduled course days.
 - b. Attendance will be maintained by the student clocking into class using a provided daily QR code.
 - c. Class days are scheduled from 8:30 am to 5 pm. Be prepared to be present for the entirety of the class. **DO NOT** schedule things during class time without prior permission.
 - d. There are no excused or unexcused absences for this course. You are allowed to miss up to 15% (9.6 hours) of the total scheduled hours for this course. Missing more than 15% of the planned hours will result in disciplinary action up to and including not being released for the national registry exam and/or course failure.

- i. Missed time beyond 15% can be appealed to the EMS Program director by providing evidence of why an exception should be made.
 - ii. The evidence will be reviewed, and a decision will be made. If the extension is approved, the student will enter probationary status.
- e. Social Media Policy:
 - i. Students should review the social media policy listed in course documents on Blackboard.
- f. Sexual Harassment:
 - i. This is a NO TOLLERANCE policy. Any student engaging in or participating in any form of sexual harassment will be removed from the program.
- g. Foul Language Policy:
 - i. Students will refrain from excessive or explicit forms of foul or inappropriate language while representing Paris Junior College and/or this program.
- h. Instructor Respect Policy:
 - i. All students will address all instructors, professors, adjunct instructors and other staff by their appropriate title (i.e. Mr., Ms., Mrs., Dr.) and last name when representing Paris Junior College or the PJC EMS program.
- i. Communications Policy:
 - i. Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.
 - ii. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College cannot be responsible for missed

communications due to a student's failure to check their official email account.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Exemption to AI usage, students will not utilize AI for creation or editing of patient information; this includes narratives unless such AI program can be verified to exceed local, state, and federal standards to protect patient information.

College Class Attendance/Withdrawal:

Class attendance is critical for the successful completion of this course. For online courses students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is October 1st.

College Class Conduct:

Please turn off and put away all cell phones, pagers, iPods, headphones, except for a period before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the student conduct policy as listed in the student handbook.

Exceptions will be given when phones are used for live quizzes. When the quizzes are completed for the day, this exception will be removed.

Good behavior is expected at all times in the classroom (we're all adults). Unprofessional behavior will not be tolerated (i.e. Talking, excessive cursing, sexual remarks) sexual harassment will not be tolerated by students or instructors. Racial and ethnic slurs will not be tolerated. You respect the instructors of this class and they will respect you.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4 F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wear a mask, and physical distancing comma if possible, when you will be around other people indoors.

College Academic Honesty"

In pursuit of learning, his expected as students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty for such activities as cheating on exams, plagiarism, or collusion with others will be referred to the vice president student access and success for disciplinary action such as dismissal from the college. *These students will immediately receive a score to zero on the exam/assignment in question with no*

possibility of makeup work and will forego the right receiving any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

Students found guilty of academic dishonesty will not be released to test the national registry exam.

College ADA Statement:

It is the policy of Paris junior college to provide reasonable accommodations for qualified individuals who were students with disabilities. The college will adhere to all applicable Federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with the college's success coach in the advising and counseling center to obtain a request for accommodations form. Please refer to the Paris Junior College catalog or student handbook for more information.

Syllabus Subject to Change:

This syllabus is subject to change during the semester. Students will be notified through the course's blackboard announcements, and the PJC student's email should a change become necessary.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



EMSP 1355.165
Trauma Management
Fall 2nd 8-Week Flex 2026

Instructor: Heath Thomas
Office: WTC 1012
Phone: 903.782.0735
Email: hthomas@parisjc.edu
Office Hours: By Appointment

Meeting Location: WTC 1000/1022
Meeting Days: MR
Meeting Times: 08:30-1700

Course Description:

Knowledge and skills in the assessment and management of patients with traumatic injuries.

Credits: SCH 3.2.3

TSI Requirement: Required

Prerequisite(s): EMSP 1338

Required Textbook(s) and Materials:

- Nancy Caroline's Emergency Care in the Streets 9th Edition;
- NAEMT Prehospital Trauma Life Support, 9th Edition; eBook ISBN 9781284171426
- Platinum Planner Access

Course Goals and Objectives:

CAAHEP Standard II.C. Minimum Expectation

“To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.”

National EMS Education Standard Competencies

Paramedic	
Trauma	Integrates knowledge of causes and pathophysiology into the management of cardiac arrest and peri-arrest states.
Trauma Overview (Include psychosocial aspects of age-related assessment and treatment modifications for the major or common diseases and/or emergencies associated with pediatric and geriatric patients)	• Trauma scoring (C,C) • Transport and destination issues (C,C) • Transport mode (F,F)

Abdominal and Genitourinary Trauma (Include psychosocial aspects of age-related assessment and treatment modifications for the major or common diseases and/or emergencies associated with pediatric and geriatric patients)	• Blunt versus penetrating mechanisms (F,F) • Evisceration (S,S) • Impaled object (S,S) • Solid and hollow organ injuries (F,F) • Injuries to the internal or external genitalia (F,F) • Vascular injury (F,F) • Retroperitoneal injuries (F,F)
Bleeding (Include psychosocial aspects of age-related assessment and treatment modifications for the major or common diseases and/or emergencies associated with pediatric and geriatric patients)	• Bleeding (F,F) • Fluid resuscitation (C,C)
Chest Trauma (Include psychosocial aspects of age-related assessment and treatment modifications for the major or common diseases and/or emergencies associated with pediatric and geriatric patients)	• Blunt versus penetrating mechanisms (F,S) • Open chest wound (S,S) • Impaled object (S,S) • Hemothorax (C,C) • Pneumothorax (C,C) • Cardiac tamponade (C,C) • Rib fractures (C,C) • Flail chest (C,C) • Commotio cordis (F,S) • Traumatic aortic disruption (C,C) • Pulmonary contusion (C,C) • Blunt cardiac injury (C,C) • Traumatic asphyxia (C,C) • Tracheobronchial disruption (C,C) • Diaphragmatic rupture (C,C)
Environmental Emergencies (Include psychosocial aspects of age-related assessment and treatment modifications for the major or common diseases and/or emergencies associated with pediatric and geriatric patients)	• Drowning (C,C) • Temperature-related illness (C,C) • Bites and envenomation's (C,C) • Lightning injury (C,C) • Other environmental emergencies to be determined locally (S,S)

Head, Facial, Neck, and Spine Trauma (Include psychosocial aspects of age-related assessment and treatment modifications for the major or common diseases and/or emergencies associated with pediatric and geriatric patients)	• Life threats (S,S) • Spine trauma (C,C) • Penetrating neck trauma (C,C) • Laryngotracheal injuries (C,C) • Shaken Baby Syndrome (F,F) • Facial fractures (C,F) • Skull fractures (C,C) • Foreign bodies in the eyes (S,S) • Globe rupture (S,S) • Dental trauma (S,S) • Severe epistaxis (S,S) • Unstable facial fractures (F,F) • Orbital fractures (F,F) • Perforated tympanic membrane (F,F) • Mandibular fractures (C,C)
Multi-System Trauma (Include psychosocial aspects of age-related assessment and treatment modifications for the major or common diseases and/or emergencies associated with pediatric and geriatric patients)	• Multi-system trauma (C,C) • Blast injuries (C,C)
Nervous System Trauma (Include psychosocial aspects of age-related assessment and treatment modifications for the major or common diseases and/or emergencies associated with pediatric and geriatric patients)	• Traumatic brain injury (C,C) • Spinal cord injury (C,C) • Spinal shock (C,C) • Cauda equina syndrome (F,F) • Nerve root injury (F,F) • Peripheral nerve injury (F,F)

Orthopedic Trauma (Include psychosocial aspects of age-related assessment and treatment modifications for the major or common diseases and/or emergencies associated with pediatric and geriatric patients)	• Open fractures (C,C) • Closed fractures (C,C) • Dislocations (C,C) • Amputations/replantation (C,F) • Upper and lower extremity orthopedic trauma (C,C) • Sprains/strains (F,F) • Pelvic fractures (C,F) • Pediatric fractures (F,F) • Tendon laceration/ transection/ rupture (Achilles and patellar) (F,F)
Soft Tissue Trauma (Include psychosocial aspects of age-related assessment and treatment modifications for the major or common diseases and/or emergencies associated with pediatric and geriatric patients)	• Wounds (avulsion, bite, laceration, puncture, incision) (C,C) • Burns (electrical, chemical, thermal, radiation) including inhalation injury (C,C) • Chemicals in the eye and on the skin (S,S) • Crush/compartment syndrome (C,C) • High-pressure injection injury (S,S)
Special Considerations in Trauma	• Pregnant patient (C,C) • Pediatric patient (C,C) • Geriatric patient (C,C) • Cognitively impaired patient (C,C)

Course Schedule:

Week	Topic	Review	Due
1	Trauma Systems and Mechanism of Injury	Chapter 30 E-Lecture –	Saturday, Midnight
		Chapter 30 E-Quiz –	Saturday, Midnight
		Chapter 30 – Chapter Review	Saturday, Midnight
			Saturday, Midnight
2	Bleeding	Chapter 31 E-Lecture	Prior to Class Time
		Chapter 31 E-Quiz	Prior to Class Time
		Weekly Quiz	In-Class
		Chapter 31 -Chapter Review	Saturday, Midnight
3	Chest, , Face, and Neck Trauma	Chapter 34, 35, & 36 E-Lectures	Prior to Class
		Chapter 34, 35,& 36 E-Quizzes	Prior to Class
		Weekly Quiz	Prior to Class
		Chapter 34, 35, & 36 Reviews	Saturday, Midnight
4		Chapter 37 & 38 E-Lecture	Prior to Class

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	Abdominal, Orthopedic Trauma,	Chapter 37 & 38 E-Quiz	Prior to Class
		Chapter 37 & 38 Reviews	Saturday, Midnight
		MIDTERM EXAM	In-Class
5	Burns and Soft-Tissue Trauma	Chapter 32 & 33 E-Lectures	Prior to Class
		Chapter 32 & 33 E-Quizzes	Prior to Class
		Weekly quiz	In Class
		Chapter 32 & 33 Reviews	Saturday, Midnight
6	Environmental Emergencies	Chapter 39 E-Lecture	Prior to Class
		Chapter 39 E-Quiz	Prior to Class
		Weekly Quiz	In Class
		Chapter 39 Review	Saturday, Midnight
7	Simulation	Summative Trauma Scenarios	
8	Final Exams	Final Exams	Wednesday by 5 pm

- Golden Nugget Discussion threads are required each week. These are graded based on completion and will count in Tier 1 grading.

Course Requirements and Evaluation:

Students will attend class in program class uniform:

- EMS Pants
- Program T-shirt
- Black Polish able closed toe footwear
- Black Belt
- Student ID

Student coming to class directly off shift will be allowed to wear their work uniform in lieu of the program class uniform.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Grading Rubric

Grade Cut-Offs

<u>Course Grade</u>	<u>Requirements</u>
<u>A</u>	<u>Weighted Average of 90% or greater</u>
<u>B</u>	<u>Weighted Average of 85-90%</u>
<u>C*</u>	<u>Weighted Average of 80-85%</u>

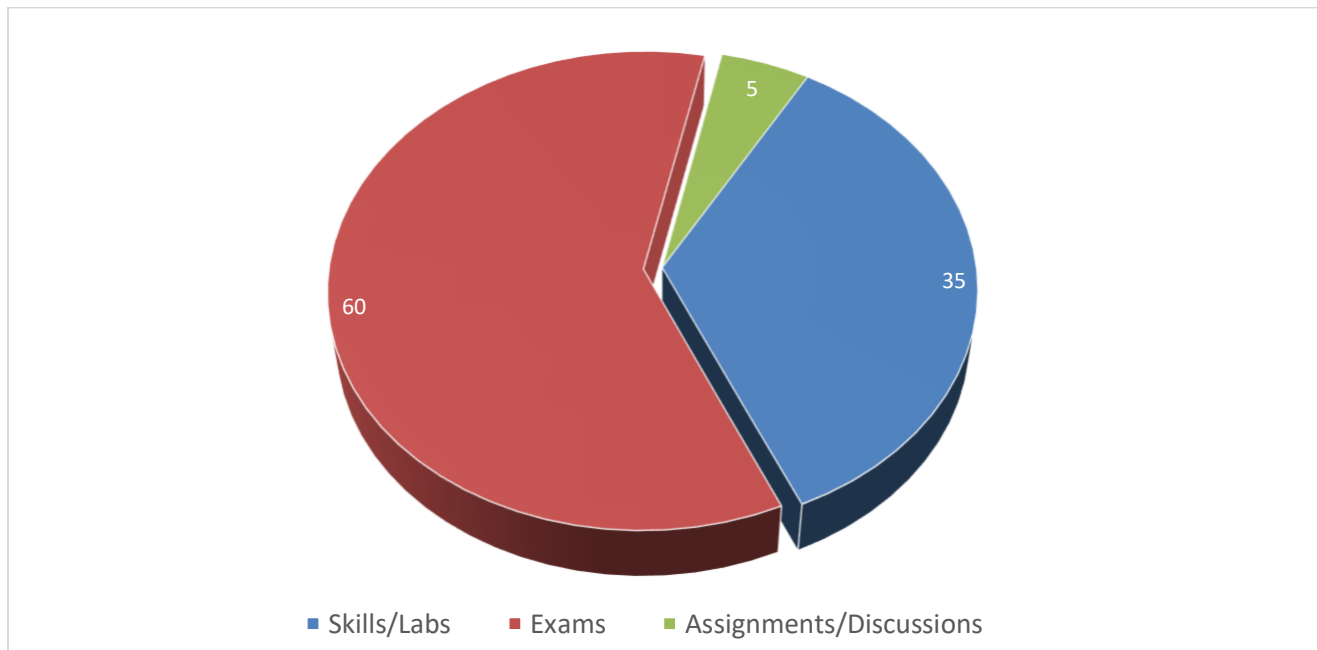
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*A grade of "C" or higher is required to show success in this course and move onto the next portions of the program.

Classroom reasons for not being released for the National Registry exam are listed below:

1. Overall grade average falling below "C" requirements.
2. Repeated failure of skills
3. Failure of any retest
4. Not meeting attendance requirements

Weighted Percentages



Exams

Students will have a maximum of two (2) attempts on each major (high stakes) exam. Second attempts will only be offered to students who have not been successful on the first attempt. Second attempt exams will receive a maximum grade of 75% recorded in the student's record.

Exam Grade Calculations

All exams will be graded based on cut score calculations. Exam grades must be 75% or greater to be considered passing.

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Cut Score Formulas:

- Raw Score below Cut Score : (Raw Score – Cut Score) divided by (1 minus Cut Score)
- Raw Score above Cut Score: (Raw Score – Cut Score) divided by (1 minus Cut Score) multiplied by (1 minus Passing Grade)) plus the Passing Percentage

Passing Score will be equal to 70% on all exams

Cut Score will be equal to 75% on all exams.

Release for National Registry Testing

Course reasons for not being released for the National Registry exam are:

1. Overall course grade below “C” requirements
2. Repeated failure of skills with or without remediation
3. Failure of any retest
4. Not meeting attendance requirements.

Course Policies:

1. 80% Policy
 - a. In order for students to be allowed at a clinical site they must maintain all grade “C” requirements for all paramedic, co-requisite courses.
2. Attendance Policy:
 - a. Students should attend all scheduled course days.
 - b. Attendance will be maintained by the student clocking in to class using a provided daily QR code.
 - c. Class days are scheduled from 8:30 am to 5 pm. Be prepared to be present for the entirety of the class. DO NOT schedule things during class time without prior permission.
 - d. There are no excused or unexcused absences for this course. You are allowed to miss up to 15% (9.6 hours) of the total scheduled hours for this course. Missing more than 15% of the total scheduled hours will result in disciplinary action up to and including not being released for national registry exam, and/or failure of the course.
 - i. Missed time beyond 15% can be appealed to the EMS Program director by providing evidence as to why an exception should be made.
 - ii. Evidence will be reviewed and a decision made. Student will enter a probationary status if extension is approved.
 - e. Tardiness will be added to the total time missed.
 - i. Exception to tardiness will be evaluated on a case-by-case basis.
 - f. Missed time reduction
 - i. Option 1 – Written review of material missed, a minimum of 500 words per hour missed. Must be in APA format, with proper citations

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- ii. Option 2 – Complete 2 hours of community service representing the EMS Education program at Paris Junior College for every 1 hour of missed class. Community service must be approved before attendance and cannot be counted if attending on behalf of any other organization or agency.
- 3. SOCIAL MEDIA POLICY
 - a. Students should review the social media policy listed in course documents on Blackboard.
- 4. SEXUAL HARRASMENT
 - a. This is a NO TOLLERANCE policy. Any student engaging in or participating in any form of sexual harassment will be removed from the program.
- 5. FOUL LANGUAGE POLICY
 - a. Students will refrain from excessive or explicit forms of foul or inappropriate language while representing Paris Junior College and/or this program.
- 6. INSTRUCTOR RESPECT POLICY
 - a. All students will address all instructor, professors, adjunct instructors and other staff by their appropriate title (i.e. Mr., Ms, Mrs., Dr.) and Last Name when representing Paris Junior College or the PJC EMS Program.
- 7. COMMUNICATIONS POLICY
 - a. Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.
 - b. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

College Class Withdrawal:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is November 24th.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4 F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

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1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days comma, such as taking additional steps for hygiene comma, where a mass comma and physical distancing comma, if possible, when you will be around other people indoors.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Exception to AI Usage : usage of chatbots for clinical and field narratives is prohibited unless the service used can be verified to be compliant with all local, state, and federal laws related to patient information protection.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

College ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a

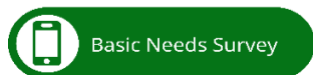
EMSP 1355.10C0 2025 Flex A

College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Syllabus Subject to Change

This syllabus is subject to change throughout a course. Students will receive notice of such changes through the courses blackboard announcements and PJC student email.

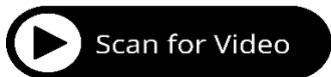
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



**EMSP 1356.10B0
Patient Assessment and Airway Management
Fall Flex A 2026**

Instructor: Heath Thomas
Office: WTC 1012
Phone: 903.782.0735
Email: hthomas@parisjc.edu
Office Hours: By Appointment

Meeting Location: WTC 1000
Meeting Days: R
Meeting Times: 0830-1730

Course Description:

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation

Credits: SCH = 2 lecture and 2 laboratory hours per week, from approved course list.

TSI requirement: Required

Prerequisites: EMSP 1501, EMSP 1160

Required Textbook(s) and Materials:

- Nancy Caroline's Emergency Care in the Streets 9e Digital Access Only; ISBN 9781284256833
- Access to Platinum Planner and Platinum Testing (Provided through Student Fees)

Class Uniform:

- Official PJC EMS t-shirts or official green PJC EMS polo shirt
- Dark blue or black EMS pants (BTUs are acceptable; Denim Is Not)
- Black belt
- PJC student name badge
- Students coming off shift can wear their company uniform in lieu of the class uniform if they choose.

Recommended Materials:

- Stethoscope
- Penlight
- Manual BP Cuff

Course Goals and Objectives:

CAAHEP Standard II.C. Minimum Expectation: "To prepare competent entry-level

Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning

domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder Levels”

National EMS Education Standard Competencies

Airway Management, Respiration and Ventilation	Integrates knowledge of anatomy, physiology and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patent airway, adequate mechanical ventilation and respiration for patients of all ages.
Airway Management (Include age-related variations in pediatric and geriatric patients)	• Airway anatomy (C,C) • Airway assessment (C,C) • Techniques of assuring a patent airway (C,C)
Respiration (Include age-related variations in pediatric and geriatric patients)	• Anatomy of the respiratory system (C,C) • Physiology and pathophysiology of respiration (C,C) - Pulmonary ventilation - Oxygenation - Respiration • External • Internal • Cellular • Assessment and management of adequate and inadequate respiration (C,C) • Supplemental oxygen therapy (C,C)
Ventilation (Include age-related variations in pediatric and geriatric patients)	• Assessment and management of adequate and inadequate ventilation (C,C) • Effect of ventilation on cardiac output (C,C)

Assessment	Integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan.
Scene Assessment	• Scene safety/situational awareness (C,C) • Scene management (C,C) • Impact of the environment on patient care (C,C) • Addressing hazards (C,C) • Violence (C,C) • Need for additional or specialized resources (F,F) • Standard precautions (F,F) • Multiple patient situations(C,C)
Primary Assessment (Include age-related variations in pediatric and geriatric patients)	• Primary assessment (C,C) • Integration of treatment/ procedures needed to preserve life (C,C)
History Taking (Include age-related variations in pediatric and geriatric patients)	• Investigation of the chief complaint (C,C) • Mechanism of injury/nature of illness (C,C) • Associated signs and symptoms (C,C) • Past medical history(C,C) • Pertinent negatives (C,C) • Interviewing techniques(C,C) • Therapeutic communication and adaptive interview techniques (C,C)
Secondary Assessment (Include age-related variations in pediatric and geriatric patients)	• Assessment of vital signs (C,C) • Assessment of pain(C,C) • Techniques of physical examination (C,C) – Respiratory system including breath sound quality - Cardiovascular system – Neurological system – Musculoskeletal system – Major anatomical regions

Monitoring Devices	• Pulse oximetry (S,S) • Non-invasive blood pressure (S,S) • Cardiac monitoring – 12lead ECG acquisition and transmission (F,F) • Blood glucose determination (S,S) • End tidalCO₂monitoringand interpretation of waveform capnography (F,F) • Venous blood sampling(S,S) • 12-lead ECG interpretation (F,F) • Blood chemistry analysis (F,F)
Reassessment (Include age-related variations in pediatric and geriatric patients)	• How and when to reassess patients (C,C)

Course Schedule

- Week 1: American Heart Association BLS Renewal
- Week 2: Patient Assessment
- Week 3: Patient Assessment
- Week 4: Airway Anatomy and Basic: Airway Skills
- Week 5: Airway, Ventilation, and respiratory Emergencies
- Week 6: Advanced Airway Skills
- Week 7: Summative Scenarios
- Week 8: Summative Scenarios/Final Exams

Skills Evaluation

The following skills will be completed in this course. All skills will be entered into Platinum Planner Labs or Simulations as assigned.

All Skills require at minimum two Peer to Peer evaluations minimum prior to instructor evaluation. In the event the instructor evaluation is unsuccessful the attempt student and peer reviewing will be required to complete all aspects of the skill again.

<u>Skill/Scenario</u>	<u>Peer</u>	<u>Formative Simulation</u>
Direct Orotracheal Intubation Adult	2	2*
Direct Orotracheal Intubation Pediatric	2	2*
Endotracheal Suctioning	2	2*

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Nasotracheal Intubation Adult	2	
Supraglottic Airway Device Adult	2	2*
CPAP and PEEP	2	
Trauma Endotracheal Intubation Adult	2	
Pleural Decompression	2	2*
Trauma Adult Physical Assessment	2	
Nasogastric Decompression	2	
Surgical Cricothyrotomy	2	1*
Needle Cricothyrotomy	2	1*
Comprehensive Normal Adult Physical Assessment Techniques	2	1*
Comprehensive Normal Pediatric Physical Assessment Techniques	2	1*

Table 1 Numbers in this table indicate minimum successful evaluations. Students may have more attempts in the peer-to-peer category.

Course Requirements and Evaluation

Required Activity:

All students must complete the First Assignment located in the “Course Content” section of Blackboard by 11:59 p.m. on the day prior tot the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported aws non-attending and will be dropped from the course.

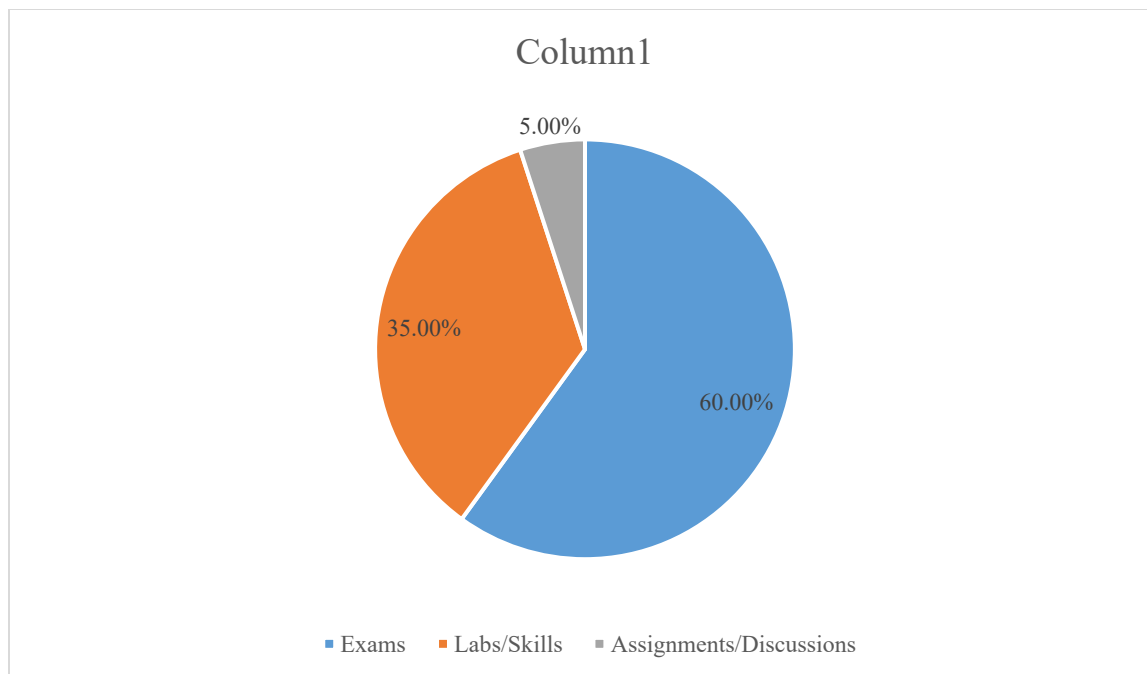
Grading Rubric

Grade Cut-Offs

<u>Course Grade</u>	<u>Requirements</u>
<u>A</u>	<u>Weighted Average of 90% or greater</u>
<u>B</u>	<u>Weighted Average of 85-90%</u>
<u>C*</u>	<u>Weighted Average of 80-85%</u>
<u>D</u>	<u>Weighted Average of 70-79%</u>
<u>F</u>	<u>Weighted Average of 69% or less</u>

*A grade of “C” or higher is required to show success in this course and move onto the next portions of the program.

Weighted Percentages



Exams

Students will have a maximum of two (2) attempts on each major (high stakes) exam. Second attempts will only be offered to students who have not been successful on the first attempt. Second attempt exams will receive a maximum grade of 75% recorded in the student's record.

Exam Grade Calculations

All exams will be graded based on cut score calculations. Exam grades must be 75% or greater to be considered passing.

Cut Score Formulas:

- Raw Score below Cut Score : (Raw Score – Cut Score) divided by (1 minus Cut Score)
- Raw Score above Cut Score: (Raw Score – Cut Score) divided b (1 minus Cut Score) multiplied by (1 minus Passing Grade)) plus the Passing Percentage
- Passing Score will be equal to 70% on all exams
- Cut Score will be equal to 75% on all exams.

Release for National Registry Testing

Classroom reasons for not being released for the National Registry exam are listed below:

1. Overall grade average falling below tier 1 requirements.
2. Repeated failure of skills
3. Failure of any retest
4. Not meeting attendance requirements

Course Policies:

1. 80% Policy
 - a. In order for students to be allowed at a clinical site they must maintain all grade "C" requirements for all paramedic, co-requisite courses.
2. Attendance Policy:
 - a. Students should attend all scheduled course days.
 - b. Attendance will be maintained by the student clocking in to class using a provided daily QR code.
 - c. Class days are scheduled from 8:30 am to 5 pm. Be prepared to be present for the entirety of the class. DO NOT schedule things during class time without prior permission.
 - d. There are no excused or unexcused absences for this course. You are allowed to miss up to 15% (8 hours) of the total scheduled hours for this course. Missing more than 15% of the total scheduled hours will result in disciplinary action up to and including not being released for national registry exam, and/or failure of the course.
 - i. Missed time beyond 15% can be appealed to the EMS Program director by providing evidence as to why an exception should be made.
 - ii. Evidence will be reviewed and a decision made. Student will enter a probationary status if extension is approved.
 - e. Tardiness will be added to the total time missed.
 - i. Exception to tardiness will be evaluated on a case-by-case basis.
 - f. Missed time reduction
 - i. Option 1 – Written review of material missed, minimum of 500 words per hour missed. Must be in APA format, with proper citations
 - ii. Option 2 – Complete 2 hours of community service representing The EMS program at Paris Junior College for every 1 hour of missed class. Community service must be approved prior to attendance, and can not be counted if attending on behalf of any other organization or agency.
 - g. Social Media Policy:
 - i. Student should review the social media policy listed in course documents on blackboard.
 - h. Sexual Harassment:
 - i. This is a NO TOLLERANCE policy. Any student engaging and our protest padding in any form of sexual harassment will be removed from the program.
 - i. Foul Language Policy:
 - i. Students will refrain from excessive or explicit forms of foul or inappropriate language while representing Paris Junior College and/or this program.
 - j. Instructor Respect Policy:

- i. All students will address all instructors, professors, adjunct instructors and other staff by their appropriate title (i.e. Mr., Ms., Mrs., Dr.) and last name when representing Paris Junior College or the PJC EMS program.
- k. Communications Policy:
 - i. Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.
 - ii. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

College Class Withdrawal:

Class attendance is critical for the successful completion of this course. For online courses students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is October 1st.

College Class Conduct:

Please turn off a solid to put away all cell phones, pagers, iPods, headphones, except for a period before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the student conduct policy as listed in the student handbook.

Exceptions will be given when phones are used for live quizzes. When the quizzes are completed for the day this exception will be removed.

Good behavior is expected at all times in the classroom (where all adults). Unprofessional behavior will not be tolerated (i.e. Talking, excessive cursing, sexual remarks) sexual harassment will not be tolerated by students were instructors. Racial and ethnic slurs will not be tolerated. You respect the instructors of this class and they will respect you.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4 F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, where a mask and physical distancing, if possible, when you will be around other people indoors.

College Academic Honesty”

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Exception to AI Usage: Students are not permitted to utilize chatbots or other forms of AI to complete real-world patient narratives unless the service or system can be verified to exceed all current local, state, and federal rules and regulations governing protection of patient information.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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Syllabus Subject to Change

This syllabus is subject to change. Notification will be given to students through the courses blackboard announcements and PJC student email.

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Paris Junior College

EMSP 1501.10G0 EMT-BASIC

Instructor: James Smith

Office: WTC 1014

Phone: 903-782-0750

Email: jamesmith@parisjc.edu

Office Hours: Monday & Wednesday 1:30-6:00 pm (or by appointment as needed)

Meeting Location: WTC 1000

Meeting Days: Monday/Wednesday

Meeting Times: 6:00-10:00 PM

Course Description

Course Number: EMSP 1501.10G0

Course Title: EMT

Course Length: 16 Weeks

Lecture Hours: 4 Lecture / 4 lab

Course Format: Guided learning via an Internet (Blackboard) classroom and Navigate 2 learning management system. **An in-person class meeting schedule will be made available on the PJC Blackboard Course.**

Required Material

EMERGENCY CARE & TRANSPORTATION OF THE SICK AND INJURED, 13 Ed.,
W/Premier LMS Access, Jones & Bartlett

ISBN# 9781284325256 has premier access with digital text.

Students will receive an access code for the online material (part of course registration fees).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Instructor Availability/Contact

I am online several times per day Monday through Friday to respond to emails, review assignments, and answer questions. You too should check your course email and monitor class announcements frequently (daily is preferred) for important information. When you cannot gain access to messages via Blackboard, please send a message to my PJC email (jamesmith@parisjc.edu) or call my office at 903.782.0750.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic status, financial aid, billing, registration, and campus alerts, will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Important Information

This course does not attempt to teach basic use of a computer. All students must be able to search the internet, send emails, and perform other basic computer skills. Students without these computer skills are unlikely to succeed in an online course. Late assignments in this course will **NOT** be accepted. Do not procrastinate; remember unexpected events can/do occur and they can be very costly to your grade if they prevent you from meeting deadlines. Students who do not access the course by the Official Reporting Day will be dropped from the course. Class attendance is critical for the successful completion of this course. ***For online courses, students must complete work in a timely manner and follow due dates.*** Withdrawals must be initiated by the student. The last day for a student to withdraw from this course with a grade of "W" is **November 12, 2026.**

Grading Formula

The grades for this course are calculated on a weighted system and are based on a possible 100%. The following is the percentage to letter grade conversion for the course: 90-100% = A, 80-89 = B, **75-79 = C**, 65-74 = D, below 65 = F. The final letter grade will be entered on your official college transcript.

The following table shows the graded assessment types contained within this course and the assigned weighting to determine the final course grade.

Graded Assessment Types	Weights (%)
Unit Exams	75%
Quizzes	12.5%
Assignments	12.5%
Total:	100%

An overall average grade of at least 75% must be maintained in the class. If the student fails to maintain a 75% average, then the student will not be allowed to attend the clinical and field rotations and will not receive a course completion to take the National Registry Exam. Any Unit Exam grade below **75%** is considered a failing grade. You are allowed one (1) retake per exam, on which a grade of **75%** or higher must be achieved; however, if you do not make at least a **75%** on the retest, then you will risk failing the EMT course. Exam retakes must be attempted within two (2) weeks after the initial exam deadline and only with EMT faculty approval. All exams will have a due date, and it is up to the student to schedule his or her exam

for at least one (1) week in advance. **A detailed class schedule will be provided for all students on the first day of class with testing times and due dates.** Please call one of the following Testing Center locations to schedule your exam(s):

- Paris Campus: 903-782-0446
- Greenville Campus: 903-454-9333
- Sulphur Springs Campus: 903-885-1232

Exams will be taken on a computer at your chosen site, and you must present a picture ID to test at any of the campuses. **Check your class schedule on the PJC Blackboard course for the exam availability times and due dates.** The test dates are subject to change, and every exam will be timed. If you miss an exam deadline, you will only be allowed one attempt that will be rescheduled after consultation with the EMT faculty. There will be **a 10-point late penalty** subtracted from your exam grade and that exam is not eligible for another attempt.

Psychomotor Evaluations

Skills proficiency demonstration, practice and testing are integral parts of the evaluation process required of EMS responders. The skills taught during this EMT course are based on the National EMS Education Standards and have been approved by the PJC EMS Program Course Coordinator, Education Program Medical Director, and the advisory committee to ensure Texas DSHS compliance. Each skill will be properly demonstrated by the instructor and reinforced with the associated didactic material and repeated simulation practice during the progress of the course. It has been proven that competency in psychomotor skills is not possessed after one successful demonstration; rather it requires repetitive student practice until the activity can be automatically delivered during realistic situations for patients with various complaints and conditions. This is best accomplished by guiding the students through a three-phase approach that includes the Introductory, Application, and Comprehensive stages to ensure psychomotor skills competency.

All skills demonstrations, practice and evaluations will be conducted in the Lab settings during the in-person class sessions under the direct supervision of EMSP Faculty and/or Adjunct Skills Lab Instructors. These hands-on activities will be evaluated and documented by utilizing the Platinum Skills Tracker online product. All skills will be graded on a “Pass” or “Fail” rubric, and the student will be allowed adequate practice and remediation as needed. A passing evaluation of the skills component of the course is required for successful completion. Skills can only be performed in the Clinical and/or Field settings after the student has previously demonstrated the ability to safely and proficiently perform them in the Lab setting.

At the end of the course students will take a predictability exam. **Students must score at least 75% on the exam to be released for their National Registry test.** Students are allowed a maximum of three (3) attempts to reach the benchmark; however, all attempts must be made during the semester or within 30 days following the last class date. Exceptions to the 30-day extension will only be allowed on a case-by-case basis at the discretion of the EMT faculty. Students must complete the course with an average of 75% or higher to be able to take the predictability exam.

Upon successful completion of all course requirements, an EMT Basic Terminal Competency Form will be completed and signed by the Lead Instructor, the EMS Program Director, and the EMS Program Medical Director and the student will then receive an EMT Program Course Completion Certificate. Additionally, the EMS Program Director or their designee will verify course completion on the student's National Registry online application.

Didactic or practical reasons for not being released for the National Registry exam are listed below:

1. Overall grade average trending below 75%
2. Repeated failure of skills or unsafe practices
3. Any unacceptable affective behavior
4. Not scoring at or above 75% on the predictability exam

Classroom Behavior and Dress Code

Appropriate behavior is always expected in the classroom. Unprofessional behavior will not be tolerated and may be subject to dismissal from the program. Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. The PJC EMS Program approved t-shirt, and uniform pants will be the appropriate dress in the classroom and skills lab. The appearance of the student in the clinical and field internship setting is of the utmost importance. More details of these guidelines can be referenced in the most current revision of the EMSP Policy and Procedures handbook that is available in the EMSP courses on the PJC Blackboard website. Faculty reserves the right to immediately remove a student from the classroom/laboratory; and possibly dismiss a student for violations of the Student Conduct Policy as listed in the PJC Student Handbook.

Online Etiquette

The objective in an online discussion is to be collaborative, **not** combative. Please, proof-read your responses carefully before you post them to make sure that they will not be offensive to others. Use discussions to develop your skills in collaboration and teamwork. Treat the discussion areas as a creative environment where you and your classmates can ask questions, express opinions, revise opinions, and take positions just as you would in a more traditional classroom setting. You should never post any rumors or other personal information on any online or social media platform.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

Scholastic Dishonesty

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:

1. Copying from another student’s test or class work.
2. Using test materials not authorized by the person administering the test.
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment.
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
6. Substituting for another student, or permitting another student to substitute for oneself, to take a test.
7. Bribing another person to obtain an unadministered test or information about an unadministered test.
8. Manipulating a test, assignment, or final course grade.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Students are required to adhere to all Paris Junior College’s policies and procedures. Policies and procedures are in the Student Handbook which is available in both paper and electronic format. Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

Use of Artificial Intelligence (AI) for Course Work

EMSP Courses will not restrict the use of Artificial Intelligence software or programs for assistance with course work. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty. AI programs will not be allowed during testing at any point in all EMSP classes.

Catalog Description

- EMSP 1501 – five (5) credit hours.
- Introduction to the level of emergency medical technician (EMT)-Basic.
- Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

Learning Outcomes

Upon completion of the course, the graduate will be able to:

1. Describe the roles and responsibilities of basic EMS personnel within the EMS system.
2. Employ effective communication.
3. Interpret medical/legal issues.
4. Demonstrate ethical behavior.
5. Perform a history and comprehensive physical exam on various patient populations.
6. Safely implement the correct patient care interventions.

Program Outcomes

Upon completion of the program, the graduate will be able to:

1. Examine and assess the complexity and condition level of the patient as well as the extent of injuries to determine the need for and provide the appropriate basic emergency medical care based on the findings.
2. Ability to conduct oneself in an ethical and professional manner demonstrating proficiency in interpersonal relations and communications.
3. Demonstrate competency as an entry-level EMT-Basic in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

ADA Statement

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2. Click on the **Student** tab at the top of the page.
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4. Find **Request for Accommodations Form** under Forms.
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Ansley Hoskins, M.Ed, Academic Advisor/ADA Coordinator
903-782-0281 Or Ext. 1281

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This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023. If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center or by email (advising@parisjc.edu) and in the community.

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4° F or higher). You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
 2. You have not had a fever (and are not using fever-reducing medication).
- When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Other Requirements

All students enrolled in EMSP 1501 must be concurrently registered in EMSP 1160. **For students to attend off-campus clinical and field experiences, they must maintain a passing average of 75% in the EMSP 1501 course.** To receive a course completion and be eligible for the National Registry Examination, all requirements for both courses must be met. These specific details will be provided to each student during orientation and will be covered in the EMSP 1160 syllabus.

Read this syllabus carefully and print a copy for future reference. **This syllabus is considered the ruling document when questions arise.** The syllabus, schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances. Any changes to the course syllabus, class outline or schedule will be communicated to the students via in-class verbal announcements, and/or PJC Blackboard course notifications and student Dragon Mail. If you have questions or need assistance, please contact any of the following:

- James Smith, EMT Instructor, 903-782-0750
- Heath Thomas, EMSP Coordinator, 903-782-0735

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1	Orientation	In class review of syllabus & Blackboard
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Week 13	EMS Operations	Chapters 36-39
Weeks 14-16	Course Completions	Final Exams & National Registry Prep

Paris Junior College

EMSP 1501.40G0 EMT-BASIC

Instructor: James Smith
Office: WTC 1014 (Paris Campus)
Phone: 903-782-0750
Email: jamesmith@parisjc.edu

Meeting Location: GRNV1 224
Meeting Days: Tuesday/Thursday
Meeting Times: 6:00-10:00 PM

Office Hours: Tuesday & Thursday 5:00-6:00 pm. We can schedule an appointment to meet early on a regular class day in Greenville or at another time via a video conference (i.e. Teams).

Course Description

Course Number: EMSP 1501.40G0

Course Title: EMT
Course Length: 16 Weeks
Lecture Hours: 4 Lecture / 4 lab
Course Format: Guided learning via an Internet (Blackboard) classroom and Navigate 2 learning management system. **An in-person class meeting schedule will be made available on the PJC Blackboard Course.**

Required Material

EMERGENCY CARE & TRANSPORTATION OF THE SICK AND INJURED, 13 Ed.,
W/Premier LMS Access, Jones & Bartlett

ISBN# 9781284325256 has premier access with digital text.

Students will receive an access code for the online material (part of course registration fees).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Instructor Availability/Contact

I am online several times per day Monday through Friday to respond to emails, review assignments, and answer questions. You too should check your course email and monitor class announcements frequently (daily is preferred) for important information. When you cannot gain access to messages via Blackboard, please send a message to my PJC email (jamesmith@parisjc.edu) or call my office at 903.782.0750.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic status, financial aid, billing, registration, and campus alerts, will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Important Information

This course does not attempt to teach basic use of a computer. All students must be able to search the internet, send emails, and perform other basic computer skills. Students without these computer skills are unlikely to succeed in an online course. Late assignments in this course will **NOT** be accepted. Do not procrastinate; remember unexpected events can/do occur and they can be very costly to your grade if they prevent you from meeting deadlines. Students who do not access the course by the Official Reporting Day will be dropped from the course. Class attendance is critical for the successful completion of this course. ***For online courses, students must complete work in a timely manner and follow due dates.*** Withdrawals must be initiated by the student. The last day for a student to withdraw from this course with a grade of "W" is **November 12, 2026.**

Grading Formula

The grades for this course are calculated on a weighted system and are based on a possible 100%. The following is the percentage to letter grade conversion for the course: 90-100% = A, 80-89 = B, **75-79 = C**, 65-74 = D, below 65 = F. The final letter grade will be entered on your official college transcript.

The following table shows the graded assessment types contained within this course and the assigned weighting to determine the final course grade.

Graded Assessment Types	Weights (%)
Unit Exams	75%
Quizzes	12.5%
Assignments	12.5%
Total:	100%

An overall average grade of at least 75% must be maintained in the class. If the student fails to maintain a 75% average, then the student will not be allowed to attend the clinical and field rotations and will not receive a course completion to take the National Registry Exam. Any Unit Exam grade below **75%** is considered a failing grade. You are allowed one (1) retake per exam, on which a grade of **75%** or higher must be achieved; however, if you do not make at least a **75%** on the retest, then you will risk failing the EMT course. Exam retakes must be attempted within two (2) weeks after the initial exam deadline and only with EMT faculty approval. All exams will have a due date, and it is up to the student to schedule his or her exam

for at least one (1) week in advance. **A detailed class schedule will be provided for all students on the first day of class with testing times and due dates.** Please call one of the following Testing Center locations to schedule your exam(s):

- Paris Campus: 903-782-0446
- Greenville Campus: 903-454-9333
- Sulphur Springs Campus: 903-885-1232

Exams will be taken on a computer at your chosen site, and you must present a picture ID to test at any of the campuses. **Check your class schedule on the PJC Blackboard course for the exam availability times and due dates.** The test dates are subject to change, and every exam will be timed. If you miss an exam deadline, you will only be allowed one attempt that will be rescheduled after consultation with the EMT faculty. There will be **a 10-point late penalty** subtracted from your exam grade and that exam is not eligible for another attempt.

Psychomotor Evaluations

Skills proficiency demonstration, practice and testing are integral parts of the evaluation process required of EMS responders. The skills taught during this EMT course are based on the National EMS Education Standards and have been approved by the PJC EMS Program Course Coordinator, Education Program Medical Director, and the advisory committee to ensure Texas DSHS compliance. Each skill will be properly demonstrated by the instructor and reinforced with the associated didactic material and repeated simulation practice during the progress of the course. It has been proven that competency in psychomotor skills is not possessed after one successful demonstration; rather it requires repetitive student practice until the activity can be automatically delivered during realistic situations for patients with various complaints and conditions. This is best accomplished by guiding the students through a three-phase approach that includes the Introductory, Application, and Comprehensive stages to ensure psychomotor skills competency.

All skills demonstrations, practice and evaluations will be conducted in the Lab settings during the in-person class sessions under the direct supervision of EMSP Faculty and/or Adjunct Skills Lab Instructors. These hands-on activities will be evaluated and documented by utilizing the Platinum Skills Tracker online product. All skills will be graded on a “Pass” or “Fail” rubric, and the student will be allowed adequate practice and remediation as needed. A passing evaluation of the skills component of the course is required for successful completion. Skills can only be performed in the Clinical and/or Field settings after the student has previously demonstrated the ability to safely and proficiently perform them in the Lab setting.

At the end of the course students will take a predictability exam. **Students must score at least 75% on the exam to be released for their National Registry test.** Students are allowed a maximum of three (3) attempts to reach the benchmark; however, all attempts must be made during the semester or within 30 days following the last class date. Exceptions to the 30-day extension will only be allowed on a case-by-case basis at the discretion of the EMT faculty. Students must complete the course with an average of 75% or higher to be able to take the predictability exam.

Upon successful completion of all course requirements, an EMT Basic Terminal Competency Form will be completed and signed by the Lead Instructor, the EMS Program Director, and the EMS Program Medical Director and the student will then receive an EMT Program Course Completion Certificate. Additionally, the EMS Program Director or their designee will verify course completion on the student's National Registry online application.

Didactic or practical reasons for not being released for the National Registry exam are listed below:

1. Overall grade average trending below 75%
2. Repeated failure of skills or unsafe practices
3. Any unacceptable affective behavior
4. Not scoring at or above 75% on the predictability exam

Classroom Behavior and Dress Code

Appropriate behavior is always expected in the classroom. Unprofessional behavior will not be tolerated and may be subject to dismissal from the program. Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. The PJC EMS Program approved t-shirt, and uniform pants will be the appropriate dress in the classroom and skills lab. The appearance of the student in the clinical and field internship setting is of the utmost importance. More details of these guidelines can be referenced in the most current revision of the EMSP Policy and Procedures handbook that is available in the EMSP courses on the PJC Blackboard website. Faculty reserves the right to immediately remove a student from the classroom/laboratory; and possibly dismiss a student for violations of the Student Conduct Policy as listed in the PJC Student Handbook.

Online Etiquette

The objective in an online discussion is to be collaborative, ***not*** combative. Please, proof-read your responses carefully before you post them to make sure that they will not be offensive to others. Use discussions to develop your skills in collaboration and teamwork. Treat the discussion areas as a creative environment where you and your classmates can ask questions, express opinions, revise opinions, and take positions just as you would in a more traditional classroom setting. You should never post any rumors or other personal information on any online or social media platform.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

Scholastic Dishonesty

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:

1. Copying from another student’s test or class work.
2. Using test materials not authorized by the person administering the test.
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment.
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
6. Substituting for another student, or permitting another student to substitute for oneself, to take a test.
7. Bribing another person to obtain an unadministered test or information about an unadministered test.
8. Manipulating a test, assignment, or final course grade.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Students are required to adhere to all Paris Junior College’s policies and procedures. Policies and procedures are in the Student Handbook which is available in both paper and electronic format. Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

Use of Artificial Intelligence (AI) for Course Work

EMSP Courses will not restrict the use of Artificial Intelligence software or programs for assistance with course work. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty. AI programs will not be allowed during testing at any point in all EMSP classes.

Catalog Description

- EMSP 1501 – five (5) credit hours.
- Introduction to the level of emergency medical technician (EMT)-Basic.
- Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

Learning Outcomes

Upon completion of the course, the graduate will be able to:

1. Describe the roles and responsibilities of basic EMS personnel within the EMS system.
2. Employ effective communication.
3. Interpret medical/legal issues.
4. Demonstrate ethical behavior.
5. Perform a history and comprehensive physical exam on various patient populations.
6. Safely implement the correct patient care interventions.

Program Outcomes

Upon completion of the program, the graduate will be able to:

1. Examine and assess the complexity and condition level of the patient as well as the extent of injuries to determine the need for and provide the appropriate basic emergency medical care based on the findings.
2. Ability to conduct oneself in an ethical and professional manner demonstrating proficiency in interpersonal relations and communications.
3. Demonstrate competency as an entry-level EMT-Basic in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

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Other Requirements

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- Heath Thomas, EMSP Coordinator, 903-782-0735

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Weeks 8-9	Medical Emergencies	Chapters 15-23
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Week 13	EMS Operations	Chapters 36-39
Weeks 14-16	Course Completions	Final Exams & National Registry Prep

EMSP 2306.265
Emergency Pharmacology
2026 Spring Flex A

Instructor:	Heath Thomas	Meeting Location:	Online
Office:	WTC 1012	Meeting Days:	01/12/2026- 03/04/2026
Phone:	903.782.0735	Meeting Times:	Online
Email:	hthomas@parisjc.edu		
Office Hours:	By Appointment		

Course Description:

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

Credits: SCH = 2 lecture and 3 laboratory hours per week, from approved course list

Prerequisite(s): None

Required Textbook(s) and Materials:

Course materials will be provided. Students should utilize accurate and reliable research materials as needed for the course.

Class Uniform:

If a face-to-face session is required, the following class uniform should be worn.

- Official PJC EMS t-shirts or official red PJC EMS polo shirt
- Dark blue or black EMS pants (BTUs are acceptable; Denim Is Not)
- Black belt
- PJC student name badge (must be worn at all times while at clinical sites)
-

Recommended Materials:

- Quality internet connection
- Access to Blackboard LMS
- Microsoft Word

If you need access to Microsoft Word, use the following QR code to access Paris Junior College's Microsoft Student Advantage program.



Course Goals and Objectives:

Upon completion of the course, the graduate will:

- Categorizing classification of drugs.
- Calculation of medication dosages.
- Identify the therapeutic use, routes of administration, indications, and adverse effects.

Course Schedule:

- Week 1: Introduction to Emergency Pharmacology
- Week 2: Drug Calculations and Practice

- Week 3: Drug Calculations /Pharmacodynamics, Medication responses, Routes of Administration
- Week 4: Drug Calculations Exam/Medication Errors, Airway and Respiratory Management Medications
- Week 5: Cardiovascular System
- Week 6: Neurologic Conditions and Miscellaneous Medications.
- Week 7: IV Fluids
- Week 8: Final Exam

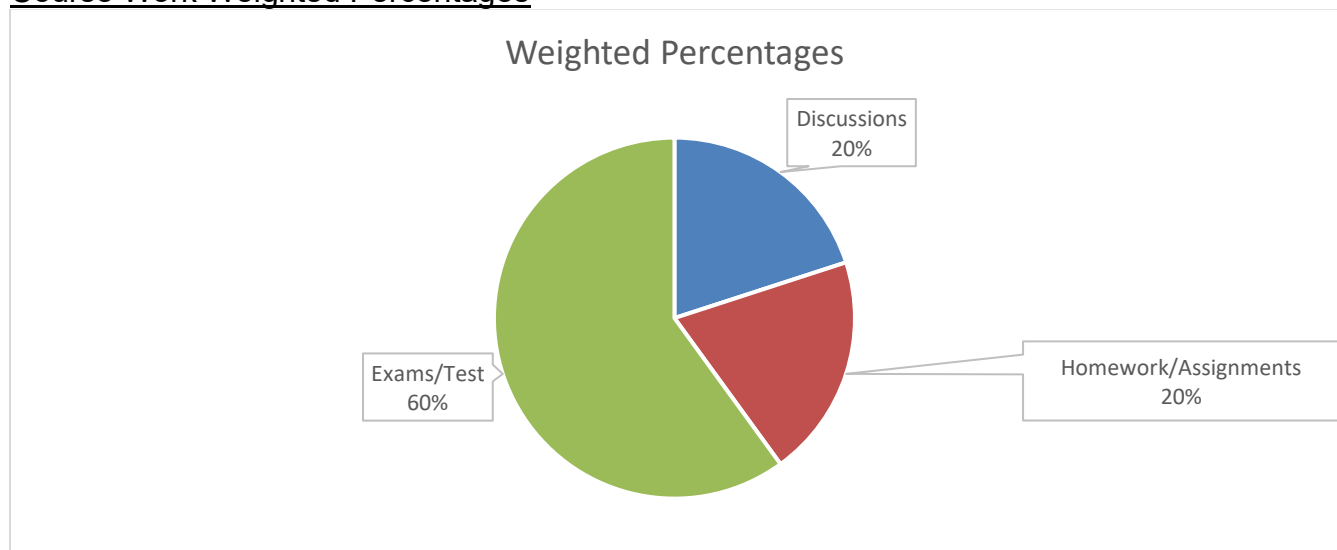
Course Requirements and Evaluation:

General Course Requirements and Evaluation

Course Grade	Requirements
A	Weighted Average of 90% or greater
B	Weighted Average of 85-90%
C*	Weighted Average of 80-85%
D	Weighted Average of 70-79%
F	Weighted Average of 69% or less

*A minimum grade of "C" is required to advance to the advanced level of the PJC EMS Education Programs.

Course Work Weighted Percentages



Golden Nuggets (Discussion Post) Grading Rubric

Grade	Requirements
100	• Primary Post – Minimum of 25 words discussing something you learned, was made more clear or that you found interesting
	• Reply to another students post – 25 words in agreement or disagreement on another students post •
0	• Failure to meet any of above criteria

EXAM Grades

All Exams will be graded based on a cut score of 75.

Cut Score Formulas:

- Raw Score below Cut Score: $(\text{Raw Score} \times \text{Passing Grade}) / \text{Cut Score}$
- Raw score above Cut Score: $((\text{Raw Score} - \text{Cut Score}) \text{ divided by } (1 \text{ minus Cut Score}) \text{ multiplied by } (1 \text{ minus Passing Grade})) \text{ plus the Passing Percentage}$

Course Policies:

- **Student-Instructor Communications:**
 - All official and primary communication should be made through your PJC Dragon Mail or college phone system.
- **Re-Takes:**
 - If a student unsuccessfully meets the minimum passing grade requirement of an assignment or exam, they may attempt a second evaluation. Students must provide proof of remediation before retaking the exam. At a minimum, remediation will include a handwritten corrections sheet listing all missed items and the location where the corrections were found. Failure to achieve a score of 75% or higher on the retake exam will result in failure in the course.
- **Official Student Email Policy**
 - Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic status, financial aid, billing, registration, and campus alerts, will be sent to the student's PJC email account.
 - Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered

delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Class Attendance:

Participation requirement: All students must complete the Syllabus assignment before the semester's official reporting date or they will be dropped from the course for non-participation.

Class attendance is critical for the successful completion of this course. *For online courses, students must complete their work on time and adhere to due dates.* The student must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is October 1st, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through activities such as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action, including dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question, with no possibility of makeup work, and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure to verify the accuracy of any AI-generated content, as it is known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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ENGL 1301.760
Composition I
Fall 2026

Marcella Hayden
Room 310
Office Phone: 903/382-2817
Email: mhayden@parisjc.edu

Miller Grove High School
Dual Credit Class Meets Every Day
0:50 a.m. - 11:47 a.m.
Office Hours: 11:49-12:46 or by appointment

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Textbooks:

Kirsznner, Laurie G., and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Bedford/St. Martin's, 2021. Combined with *Launchpad*.
Simon, Neil. *Lost in Yonkers*.
Guzman, Monica. *I Never Thought of It That Way*

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Course Goals and Objectives

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives:

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate *Critical Thinking Skills*—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

2. Demonstrate *Communications Skills*—to include effective development, interpretation, and expression of ideas through written, oral and visual communication.
3. Demonstrate *Team Work*—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate *Personal Responsibility*—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange, and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Reader Response: Reader responses are an integral part of our course of study for this class. They will give you the opportunity to explore your reaction to what you are reading for class, and will allow you the space to explore your ideas. For these responses, I will be looking for both your intellectual and personal reflections. David Joliffe suggests three techniques for Reader Response:

- You can read a text *affectively*, addressing the questions: “How does this text make me feel? Why does it make me feel this way?”
 - You can read a text *paraphrastically*, taking the organization of an entire text, portions of it, even individual paragraphs and sentences, as a pattern for your own thoughts and ideas.
 - You can read a text *dialectically* by asking yourself what questions the text raises, looking for how the text answers those questions, and then considering how closely the text’s answers match the way *you* would answer the questions on the basis of your own thinking and experience. **The process for Reader Responses this semester is as follows:**
1. They will be handwritten this year. You will need two sheets of paper. The first page will have your name, the title of the work that you are responding to, the author, and your response. Your response should be no less than 350 words. The second page is for our in class ‘discussion’ of our responses to the writing and will be titled Writing Workshop.
 2. When writing your response, remember a couple of things: refer directly back to the text using in text citations and quotes from the work, and that you will be reading your response out loud to the class.
 3. On the day that the response is due, we will read our responses out loud to the class and then begin our writing workshop, where we will pass the papers around the room and respond to the Reader Responses. We will respond to every response that was prepared for class that day and even students who did not have a Reader Response will participate in the Writing Workshop.
 4. In your responses to others’ writings you are responsible for giving constructive feedback, adding to the comments of others, writing no less than nine lines, and offering suggestions.

ACT Practice Questions: Complete practice sections as assigned on the syllabus.

<https://www.act.org/content/act/en/products-and-services/the-act/test-preparation/english-practice-test-questions.html?page=0&chapter=0>

ENGL 1301 Labs (Online): Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under ANY circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours.

Essays: The process: (Follow this guide when writing all five papers) ***No essay will be accepted if it is not composed first by hand and then submitted to me for editing in Google Docs prior to the final due date.

1. Compose a rough draft (minimum: 1 1/2 pages) that expresses your story/idea from beginning to end. A rough draft completely attempts to explore a topic or an idea. **All rough drafts will be composed by hand in class.**

2. Have two others respond to your paper. Your respondents need to be people willing to suggest improvements, not just people who will tell you how good your paper is. One of your responders can be someone not in this English class.
3. Compose a second draft based on your first two responders' comments and any teacher suggestions. Make sure that you include more detail and begin focusing on spelling/punctuation on the second draft (minimum: 2 pages).
4. I will do one edit of your paper, and I will only do this on your second draft after you have had two people proofread your first draft and made the appropriate revisions.
5. Write a third and polished draft of your paper that is as perfect as you can make it. This polished draft must be submitted in electronic format (.doc and be composed in Google Docs) through Blackboard and attached to the appropriate writing assignment.

Group Presentation: This semester you will participate in a group presentation regarding one of the novels we read in class. The groups will be assigned specific topics to explore and will be given individual roles to complete within the group.

Individual Presentation: You will also be asked to complete individual presentations this semester. For this assignment, you will be responsible for leading an in-class discussion about one of the assigned texts. Assignments for the text you will be responsible for will be made at the beginning of the semester. Things to be considered for your presentation include: a general response to the text, themes that are presented, literary devices that the author uses, and application of themes to your world.

Online Component: In addition to classroom participation, there will be an online component to this class. We will be using Blackboard to supplement the learning environment. All essays will be submitted through this system, there will be lab exercises to practice grammar topics, we will participate in group discussion boards, and you will also be able to access any links to videos or handouts through this system.

Technical Difficulties: Computer access is available at the following PJC locations. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

- a. Paris
 1. The Learning Center
 2. AS150
- b. Greenville Center Library
- c. Sulphur Springs Center Library
- d. Miller Grove High School: Lab, Mrs. Hayden's room. Please make arrangements with me to be here outside of school hours.

Mid-Term Grades: Paris Junior College instructors are required to enter midterm grades during the ninth week of the semester. Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Class Attendance: Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, **November 12th**.

Class Conduct: Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forgo the right to receive a passing grade in this class. A score of 50 will be recorded for the semester grade. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

Artificial Intelligence Policy: In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship. If AI is suspected, it is incumbent upon the student to prove innocence. Students may be asked to hand-produce essays under proctored monitoring. Failure to do so will result in a 0 score.

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You can return to your normal activities when, for at least 24 hours, both are true: 1. Your symptoms are getting better overall, and 2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Official Student Email Policy Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Syllabus Subject to Change: This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Student Email

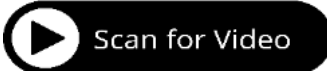
JC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.


Course Schedule/Calendar: Daily Schedule (Subject to change):

Wk:	Date:	In class today:	Due Today:
1-HS	Aug 10-12	School Wide Read <i>A Monster Calls</i>	
2-HS	Aug 17-20	"	
3_D C		The Writing Process ●Chapter 1: Reading to Write: Becoming a Critical Reader ●Chapters 2–5: The Writing Process ●Writing Activity: Diagnostic Essay ●“The Challenge of Being Human in the Age of AI”	
	Aug 24	1st Day College Credit. Syllabus Review. Life Writing Assignment. Essay 1: Due 9/17. TedTalk: "How to Stop AI from Killing Your Thinking." Reading Critically and Actively.	ACTEng1
	Aug 25	Invention and Arrangement. AI, Thinking and Productivity: Metacognition.	
	Aug 26	Drafting and Revising. Editing and Proofreading. Blackboard. TedTalk: "Why AI Is Our Ultimate Test and Greatest Invention."	
	Aug 27	The Challenge of Being Human in the Age of AI” AI: Class Rules, Expectations, and Guidelines. Reader Response 1 due Tuesday.	
5		Autobiography ●Using Narration: Introduction to Chapter 6 Family Relationships: o“The Money,” Junot Díaz o“ ‘Girl,’ ” Jamaica Kincaid o“My Field of Dreams,” Tiffany Forte o“My Mother Never Worked,” Bonnie Smith-Yackel	
	Aug 31	Discuss “Girl”	ACTEng2
	Sep 1	Discuss “My Field of Dreams” and “My Mother Never Worked?”	RR1 Due
	Sep 2	Pre-Drafting Day. Grammar: Avoiding Run-On Sentences	
	Sep 3	WorkDay	E1 RD Due

6		Autobiography ●Using Description: Introduction to Chapter 7 ●Life Lessons: o“Goodbye to My Twinkie Days,” Bich Minh Nguyen o“Shooting an Elephant,” George Orwell o“Stability in Motion,” Marina Keegan ●PEER-EDITING WORKSHOP	
	Sep 7	Labor Day-No School	ACTEng3
	Sep 8	“Shooting an Elephant” and “Goodbye to My Twinkie Days”	
	Sep 9	“Stability in Motion” Some Grammar: Modifiers.	
	Sep 10	Workday. Submit rough drafts to Tutor.com through Blackboard.	E1 RD2Due
7		Education ●Using Exemplification: Introduction to Chapter 8 o“I Am Not Proof of the American Dream,” Tara Westover o“‘I’m Your Teacher, Not Your Internet-Service Provider,’” Ellen Laird o“Free Expression in Peril,” Geoffrey R. Stone o“Cutting and Pasting: A Senior Thesis by (Insert Name),” Brent Staples	
	Sep 14	Peer Editing workshop continues. Essay 2: due 9/28.	ACTEng4.
	Sept 15	Pat: Ch 8 Exemplification. “I’m Your Teacher . . .” “I Am Not Proof of the American Dream”	
	Sept 16	“Free Expression in Peril.” <i>The Last Class</i>	
	Sept 17	“Cutting and Pasting: A Senior Thesis by (Insert Name)” <i>The Last Class.</i> Inkshed 1; due Monday.	E1 FD Due
8		Language and Communication ●Using Cause and Effect: Introduction to Chapter 10 o“Mother Tongue,” Amy Tan o“Sex, Lies, and Conversation,” Deborah Tannen o“The Ways We Lie,” Stephanie Ericsson	
	Sept 21	<i>The Last Class</i>	InkShed1
	Sept 22	Pre-Drafting Day.	
	Sept 23	Peer editing workshop. Respondus. Submit papers to Tutor.com on Blackboard.	
	Sept 24	Pat: Ch 10 Cause and Effect. “Sex, Lies, and Conversation” “Mother Tongue.”	2 RD Due,ACTEng5
9	Sept 28	Writing Workshop. Essay 3; due 10/19.	E2 FD Due/ACTMath1
	Sept 29	“The Ways We Lie” “Closer Together or Further Apart.”	
	Sept 30	“”	
	Oct 1	Pre-Drafting.	

10		The Trouble with Conventional Wisdom ●Using Process: Introduction to Chapter 9 - o“How to Spot Fake News,” Eugene Kiely and Lori Robertson - o“Dulce et Decorum Est,” Wilfred Owen - o“Ten Ways We Get the Odds Wrong,” Maia Szalavitz - o“Why Rational People Buy into Conspiracy Theories,” Maggie Koerth	
	Oct 5	Pat: Compare and Contrast. “How to Spot Fake News.” Readers Response 2 assigned.	ACTMath2
	Oct 6	Writing Workshop.	E3RDDue
	Oct 7	“Dulce et Decorum Est”, “Ten Ways We Get the Odds Wrong”	RR2
	Oct 8	“Why Rational People Buy Into Conspiracy Theories.”	
11	Oct 12	“Ten Ways We Get the Odds Wrong”	ACTMath3
	Oct 13	Review for Midterm	
	Oct 14	Midterm	
	Oct 15	Midterm	
12		●Using Comparison and Contrast: Introduction to Chapter 11 - o“I Want a Wife,” Judy Brady - o“Trifles,” Susan Glaspell “The Myth of the Latin Woman: I Just Met a Girl Named Maria,” Judith Ortiz Cofer - o“A Peaceful Woman Explains Why She Carries a Gun,” Linda M. Hasselstrom	
	Oct 19	Writing Workshop	E3Due
	Oct 20	“I Want a Wife,” “The Myth of the Latin Woman...”	ACTMath4
	Oct 21	“Trifles”	
	Oct 22	“A Peaceful Woman Explains Why She Carries a Gun” Relevancy Discussion.	
13		Argumentation: Effecting Change ● Using Argumentation: Introduction, Induction, and Deduction: Introduction to Chapter 14 - O “The Declaration of Independence,” Thomas Jefferson - O “Photos That Change History,” Karen Miller Pensiero - O “What Is Fast Fashion and Why Is It So Bad?,” Solene Rauturier - O “Letter from Birmingham Jail,” Martin Luther King Jr. Writing Assignment: Essay Arguing for a Change	
	Oct 26	Pat: Argumentation. Take a Stand. Essay 4; due 12/2.	ACTMath5
	Oct 27	“The Declaration of Independence”	
	Oct 28	“Photos That Change History”, “What Is Fast Fashion and Why Is it So Bad?”	
	Oct 29	<i>Letter from Birmingham Jail.</i> Reader Response 3 assigned.	

14		<i>Argumentation: Should the Rich Do More to Help the Poor?</i> •Using Argumentation: Dealing with Opposition and Recognizing Logical Fallacies: Chapter 14 o“No, the Rich Don’t Get Rich at the Expense of the Poor,” Rainer Zitelmann o“Making the Rich Pay More to Care for the Poor Is Common Sense,” Winnie Byanyima	RR3/ACTRead1
	Nov 2	Letter From Birmingham Jail	
	Nov 3	“No, the Rich Don’t Get Rich at the Expense of the Poor”, “Making the Rich Pay More to Care for the Poor is Common Sense”	
	Nov 4	Research Day	
	Nov 5	Lost In Yonkers	
15	Nov 9	Research/Writing Workshop	AnnBib/ACTRead2
	Nov 10	Research/Writing Workshop	RD1Due
	Nov 11	Lost in Yonkers	InkShed2
	Nov 12	“ Inkshed 2 due tomorrow.	
16	Nov 16	Group Work Day	ACTRead3/RD2 Due
	Nov 17	Groupwork Day	Labs Due
	Nov 18	Presentations	
	Nov 19	Presentations	
17	Nov 23-27	Thanksgiving Holiday	
18	Nov 30	Writing Workshop. Best of times/Worst of times assigned.	P4FDDue
	Dec 1	Writing Workshop	
	Dec 2	Writing Workshop	
	Dec 3	In-Class Essay	BoT/WoT
19	Dec 7	Final Exam	Redo Due/ACTRead5
	Dec 8	Final Exam	
	Dec 9	Creative Project Due	

Evaluation Methods: Essays, Presentations, Lab Quizzes, Formal Exams. See below for breakdown of grades and course expectations.

Grading:

A=90-100 B=80-89 C=70-79 D=60-69 F=0-59
 Essay Scores: A+ = 98 B+ = 88 C+ = 78 D+ = 68
 A = 95 B = 85 C = 78 D = 65 F = 50
 A- = 92 B- = 82 C- = 72 D- = 62 0 for no essay

Final Grade: Essays 30%
 LabEx 15%
 Quiz/Res 15%
 Pres 10%
 MidT Ex 15%
 Fin.Ex 15%
 Partic. 5%
Total: 105%

Note: All Essays are required. Failure to take the midterm or final without an exemption or to complete an essay will result in a failure for the course.

ENGL 2322.760
British Literature I
Fall 2026

Marcella Hayden
Room 310
Office Phone: 903/459-3288 ext 2817
Email: mhayden@parisjc.edu

Miller Grove High School
Dual Credit Class Meets Every Day
8:52-9:49 a.m.
Office Hours: 11:49-12:46 or by appointment

Course Description: A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. **Required**

Textbooks and Materials:

Greenblatt, Stephen, eds. et al. *The Norton Anthology of English Literature: Shorter Eleventh Edition, Volume I*. New York: Norton, 2024. ISBN#: 978-1-324-06292-9

Chaucer. *The Canterbury Tales*

Course Goals and Objectives:

Foundational Component Area: Language, Philosophy, and Culture

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 2322 Course-Level):

This course is designed to prepare students with skills for lifelong learning—

1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

A=90-100 B=80-89 C=70-79 D=60-69 F=0-59
 Essay Scores: A+ = 98 B+ = 88 C+ = 78 D+ = 68
 A = 95 B = 85 C = 78 D = 65 F = 50
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Particip. 5%
 Quiz/Res 15%
 Ind Pres 10%
 MidTerm 20%
 Final 20%
 Res Paper 25%

Note: All assignments are required. Failure to complete any assignment will result in failure for the course.

Total: 105%

Please Note: Students will not receive Six Weeks Grades, but a final semester grade. At the mid-term or final drop date, I will give students a grade for their progress at that point. Students are responsible for keeping track of their progress in class based on grades that they receive as work is returned to them. I will keep all student work throughout the semester.

Reading Responses: During the semester, I will require you to write reading responses to specific texts. These responses can be created in any format you desire as long as the completed project reflects knowledge of, understanding of, and a connection to the assigned work. If you choose writing as an avenue for expressing these things, it will be 350-500 words in length. Other options include poetry, drawing, short story, cartoon, etc. This will allow you practice in analyzing texts as well as give you the chance to develop ideas about this material in preparation for class discussion. You do not need to respond to the whole text, the idea is to address a part of the text that reminded you of something, made you have an “aha” moment, or inspired a different perspective on any given topic.

Annotations: You will further be required, when asked, to provide evidence of annotations that you made to the text as you were reading. The goal of this is to show that you are attempting to have a ‘conversation’ with the text as you are reading, both listening to what the text is saying as well as responding in an appropriate manner. I will ask for these randomly and will be included as a quiz grade.

Term Paper: You will be responsible for writing one full length analysis this semester over one or more of the works that we will be reading. This will be a well-researched literary analysis that demonstrates an original response to the literature. More information about this assignment will be provided on the first day of class.

Individual Presentation: You will also be asked to complete one individual presentation this semester. For this assignment, you will be responsible for leading an in-class discussion about one of the assigned texts.

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Daily Schedule:

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1-HS	Aug 10-12	ACT Prep	
2-HS	Aug 17-20	ACT Prep	
3	Aug 24	Syllabus Review. Intro to Term Paper.	
	Aug 25	Literary Canon. Introduction to Anglo-Saxon Language and Literature	
	Aug 26	The Hero's Journey	
	Aug 27	The American Hero, Spiderman, and The Hero's Journey	
4	Aug 30	Beowulf. Reader Response 1 Assigned.	RR1 Due
	Sep 1	Beowulf	
	Sep 2	" Beowulf and Christianity	
	Sep 3	Beowulf.	
5	Sep 7	School Holiday.	
	Sep 8	" Beowulf as Hero.	
	Sep 9	Beowulf.	
	Sep 10	King Arthur	
6	Sep 14	Sir Gawain. Reader Response 2 Assigned.	RR2 Due
	Sept 15	Sir Gawain.	
	Sept 16	Sir Gawain.	
	Sept 17	Sir Gawain.	
7	Sept 21	Introduction to Chaucer. Group Project Assigned.	
	Sept 22	The Pardoner's Prologue and Tale.	
	Sept 23	The Wife of Bath's Tale.	
	Sept 24	"	
8	Sept 28	The Nun's Priest Tale	
	Sept 29	The General Prologue.	
	Sept 30	Present Group Project	
	Oct 1	Introduction to Sir Thomas Malory and Morte D'arthur	
9	Oct 5	Morte D'arthur.	
	Oct 6	Morte D'arthur.	
	Oct 7	Morte D'arthur	

	Oct 8	The Sixteenth Century Introduction. Reader Response 3 assigned.	
10	Oct 12	The English Bible, I Corinthians and its translations.	RR3 Due
	Oct 13	Midterm	
	Oct 14	Midterm	
	Oct 15	Edmund Spencer, The Faerie Queene	
11	Oct 19	The Faerie Queene	
	Oct 20	The Faerie Queene	
	Oct 21	Workday	
	Oct 22	Workday	
12	Oct 26	Workday	
	Oct 27	Workday	
	Oct 28	<i>Macbeth</i>	
	Oct 29	<i>Macbeth</i>	
13	Nov 2	Workday—Research	TP Topic Due
	Nov 3	Workday—Research	
	Nov 4	Workday—Writing	
	Nov 5	Workday-Writing	
14	Nov 9	Term Paper Rough Draft Due. Writers Workshop, peer editing	TP RD1 Due
	Nov 12	<i>Macbeth</i>	
	Nov 13	"" Reader Response 4.	
	Nov 14	""	
			RR4 Due
15	Nov 16	Writer's Workshop—Term Paper Student/Teacher Conferences	TPRD2Due
	Nov 17	<i>Macbeth</i>	
	Nov 18	<i>Macbeth</i>	
	Nov 19	<i>Paradise Lost.</i>	
16	Nov23-27	Thanksgiving Break	
17	Nov 30	<i>Paradise Lost</i>	
	Dec 1	<i>Paradise Lost</i>	
	Dec 2	<i>Paradise Lost.</i>	
	Dec 3	Writing Workshop	
			TP FD Due

18	Dec 7	Review.	
	Dec 8	Final	
	Dec 9	Final	

Grading:

A=90-100 B=80-89 C=70-79 D=60-69 F=0-59
 Essay Scores: A+ = 98 B+=88 C+=78 D+=68
 A =95 B =85 C =78 D =65 F =50
 A- =92 B-=82 C- =72 D- =62 0 for no essay

Final Grade: Gr. Pres 10%
 Particip. 5%
 Quiz/Res 15%
 Ind Pres 10%
 MidTerm 20%
 Final 20%
 Res Paper 25%

Note: All assignments are required. Failure to complete any assignment will result in failure for the course.

Total: 105%

Please Note: Students will not receive Six Weeks Grades, but a final semester grade. At the mid-term or final drop date, I will give students a grade for their progress at that point. Students are responsible for keeping track of their progress in class based on grades that they receive as work is returned to them. I will keep all student work throughout the semester.

Helpful links:

For help with comprehension of literature we are reading in class.

<http://www.shmoop.com/>

A great research tool. Also has a wealth of information about the periods, authors, and works we will be studying this semester.

<http://www.luminarium.org/sevenlit/>

Great tool for MLA guidelines (for formatting papers, bibliographies, and works cited pages.)

<http://owl.english.purdue.edu/owl/resource/677/01/>

Paris Junior College Library Website

<http://www.parisjc.edu/index.php/library/content/welcome-to-the-library/>

Side by side Beowulf

<http://www.heorot.dk/beo-intro-rede.html>

<http://www.humanities.mcmaster.ca/~beowulf/main.html>

*English 1301
Composition 1
Fall - 2026*

Instructor: Melissa Cox
Office: LC 18 (Royse City HS)
Phone:
Email: mcox2@parisjc.edu

Meeting Location: LC 18 (RCHS)
Meeting Days: Monday - Friday
Meeting Times: 2, 4, 5, 6, 7, 8

Office Hours:

M/F: M 7:30-8:00, F 3:45-4:30

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Focus: Nonfiction essays/readings, modes of writing, MLA documentation, and fictional novel

Required Textbook(s) and Materials:

Materials are online within the course. No purchase is needed.

Course Goals and Objectives:

The course aims to prepare students for college-level discourse by emphasizing rhetorical choices, argument structures, and research methodologies.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.

2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Schedule:

Week 1 - Introduction to the Course
Week 2 - Setting the Stage (Narration/Description)
Week 3 - Drafting and Peer Review
Week 4 - Exemplification and Novel Analysis
Week 5 - Process Analysis and The Rhetorical Choice
Week 6 - Cause and Effect
Week 7 - Comparison and Contrast
Week 8 - Classification and Division
Week 9 - Drafting
Week 10 - Definition and Introduction to Research
Week 11 - Argumentation and MLA Guidelines
Week 12 - Developing the Documented Essay
Week 13 - Drafting the Research Paper
Week 14 - Editing the Research Paper
Week 15 - Reflection, Course Synthesis, and Post-Assessment
Week 16 - Finals Week

Course Requirements and Evaluation

The course requires one documented essay, quizzes, discussion postings, and major exams over each module.

PJC Required Labs: 15%

Major Essays: 50%

-Diagnostic - 5%

-Essay 1 - 10%

-Essay 2 - 10%

-Essay 3 - 10%

-Essay 4 - 10%

-Final - 5% (also replaces lowest previous essay grade)

In-Class Activities: 15%

Discussions/Seminars: 20%

Grading Rubric:

Grading Rubric: Letter Grade Description For Written Papers and Essay Exams: The "A" Essay: An "A" essay is error free or nearly so in grammar. It addresses the topic directly and in detail. It provides very good, clear examples and illustrations. It provides enough elaboration to cover the topic and does so in an easy-to-read manner without straying from the topic. It uses proper MLA documentation and a Works Cited if required.

Grading Rubric: Letter Grade Description The "B" Essay: The "B" essay response is well written and contains few grammar problems. It addresses the topic adequately and provides some illustrations or examples. It provides a good level of detail, but not as much as the "A" paper. It may stray a little from the topic, but is generally on track. It provides MLA documentation and a Works Cited if required, but it may need some minor amendment.

Grading Rubric: Letter Grade Description The "C" Essay: The "C" essay likely contains some substantial grammar problems, and it does not have the level of detail desired for an essay response. It may provide something in the way of illustration or example, but not as much as needed or the examples used may not be so good. It may stray from the topic or not address it as directly as desired. MLA documentation and a Works Cited may be present if required, but the documentation and bibliography may be in need of substantial revision.

Grading Rubric: Letter Grade Description The "D" Essay: The "D" essay likely has substantial grammar problems or it is simply inadequate in length or detail. It lacks substance and often strays from the topic or does not address it very well. It may contain some information that is on track, but it is marred by grammar problems or suffers from a lack of development. Inadequate documentation appears if required, and the Works Cited needs substantial work.

Grading Rubric: Letter Grade Description The "F" Essay: The "F" essay likely does not address the topic or is severely hampered by grammar problems. It lacks development and simply does not provide an adequate response at the college level. It lacks adequate documentation and the bibliography, if present, does not follow MLA style.

Grading Rubric: Letter Grade Description The "0" Essay: The "0" essay is a copy and paste essay or one that is otherwise plagiarized or not original to the student enrolled in the course. Don't even think about it. You will not only get a "0" for this essay, but you may fail the course as well. No revisions.

Course Policies

Submit assignments by due dates. Late work may be penalized or not accepted. The due date for each assignment is the due date. Do not wait until near the due date to work on assignments. Create your own schedule and work on the assignments on a regular basis. Plagiarized work will receive a zero, and the student involved may fail the course. Missing work will receive a zero.

Class Attendance:

Class attendance is critical for the successful completion of this course. *In the event of an absence, you MUST email the professor.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is 24 April.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student’s PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student’s failure to check their official email account.

Artificial Intelligence Policy

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Please note that it is incumbent upon the student to prove no AI influence. If AI is suspected, students may be asked to write essays while under proctor.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Non-Discrimination Clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

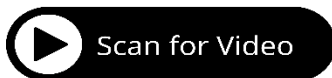
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



ENGL 1301.45A0
Composition and Rhetoric and Reading
Fall 2026 –16 weeks– In-person

Instructor: Mylissa Bailey
Office: SS Center Front Offices
Phone: 903-885-1232
Email: mbailey@parisjc.edu

Meeting Location: Room 223
Meeting Days: Tues/Thurs
Meeting Times: 8:00-9:15

Office Hours: M/W 8:00-9:30; 1:30-3:00 T/R 7:30-8:00; 9:30-10:00; 1:30-3:00

Course Description

“Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis,” (Catalog).

Credits: 3 Credit Hours, 3 Hours of class each week

TSI Requirement: 340 or below; Essay 4 or higher.

Prerequisite: None

Required Textbook(s) and Materials

1. Kirsznner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Publisher MPS ISBN-9781319532345
(This book will be embedded in your Blackboard class, so you will not need to buy it.)
2. *Of Mice and Men* by John Steinbeck
ISBN 13: 9781405855365

Dragon Now Course Material Information:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow the directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
- Flex 2 Term: 10/28/2026

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical

material(s) before opting out. If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives

The general course goals of 1301 are to have students improve their writing abilities and increase their proficiency in critical reading and in writing nonfiction prose, with emphasis on narration, exposition, and persuasion.

Foundational Component Area:

Communication Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluation

This course will consist of five (5) core essays. These are essential to this course and must be completed. You may revise your essays throughout the semester. Please follow the revision rules. Remember that writing is a process. There are several quizzes, discussions, and lab assignments that also figure into your total score. Also, if you meet certain guidelines, you can be exempt from the final exam. (See below)

Essays : This category MAY be revised (revision policy below) 60%

Description Essay
Narrative Essay
Definition Essay
Research Essay
Literary Analysis Essay
Synthesis Essay (Final Exam)

A – 100 – 90
B – 89 – 80
C – 79 – 70
D – 69 – 60
F – 59 – 0

Quiz: Revision is NOT allowed in this category. 20%

Syllabus Quiz
Formatting and MLA Quiz
Forbidden Word Practice
Description Practice
Narrative Reading Questions
King Arthur Quiz
Definition Outline
Logic and Fallacies Quiz
Research Outline
Research Works Cited
Analysis Outline
Novel Quiz

Lab Component 20%

Total 100%

Revision Policy:

Essays: Test Grades: (60% of the grade)

You may revise each essay up to three times to improve your grade. When submitting a revision, please highlight all changes in yellow before resubmitting your essay. Revisions that are not highlighted will not be graded. The only exception is the final exam essay, which cannot be revised after the due date. However, if you submit the final essay before the deadline, you may revise it before that cutoff.

All essays must be typed and formatted in MLA style using 12-point Times New Roman font. Essays submitted in any other format will not be accepted or graded.

If an essay is turned in late, it is subject to a 10-point deduction per day. No assignments will be accepted after they are three days late. This policy applies only to essays/test grades. (*Remember: The final exam essay can be exempt. See below*)

Grading Codes:

To provide timely feedback and help you grow as a writer, all essays will be graded using the following color-coded system:

- Yellow – Grammar mistakes
- Red – Point of view issues
- Green – Use of forbidden words (see the Week 1 folder for the list)
- Blue – Tense change issues

- RO – Run-on sentences and comma splices

This system is designed to make it easier for you to identify areas for improvement and strengthen your writing skills with each assignment.

Quiz and Discussion Grades: (20%)

Quiz grades are final and cannot be revised or retaken. Once a quiz closes, it will not be reopened, so please make sure to complete each quiz before the deadline.

I encourage you to start quizzes early and check your internet connection before beginning. Quizzes are meant to help you keep up with the course material and prepare for major assignments, so staying on schedule will make your success much easier.

English 1301 Labs (20% of the grade)

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and must be completed outside of scheduled class time. Labs must be completed by the stated due dates. There are a total of 16 lab activities. You should expect to spend about one hour per lab, for a total of approximately sixteen hours of lab work.

While the labs are not technically due until the end of the session, I've scheduled them weekly to help you stay on track. If you have a particularly busy week and miss one, you can catch up the following week without penalty. My goal is to help you avoid the stress of trying to complete all the labs at once at the end of the semester. Breaking them up week by week will make the workload much more manageable.

Lab grades are final and cannot be retaken, so please make sure to complete them before the deadline.

Exemption Rules for Final:

To be exempt from the final, a student must meet the following criteria:

- Any student who
- a.) submits all prior essays
 - b.) earns an **80 essay average**, and
 - c.) has 4 or fewer class absences

Students who do **NOT** qualify for exemption:

- Any student who
- a.) does not submit all prior essays **and/or**
 - b.) earns **an essay average less than 80** and/or
 - c.) has more than 4 absences

Non-exempt students are required to complete the final exam essay. The grade earned on this essay will replace the student's lowest essay grade, with one exception: the grade for the research paper cannot be replaced. A zero will not be dropped or replaced by the final exam essay grade. If a student qualifies for exemption but still wishes to write an essay for the final to improve their overall course average, he/she may do so. However, the final exam essay cannot be used to replace a zero.

Course Policies:

Students are expected to complete all coursework honestly and independently, using only their own knowledge and the resources permitted by the instructor. Academic integrity is essential to your success in this course and to your growth as a writer and critical thinker. For guidance on MLA formatting and citation, students are encouraged to consult the Purdue Online Writing Lab

(OWL), a trusted and comprehensive resource, and the information provided in the course materials.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is *Nov 12th*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence Policy:

In accordance with the institution’s Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be informed of the change by an announcement in Blackboard.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule: Tentative (Subject to change at instructor's discretion)
All assignments are due at 11:59 pm on the assigned due dates.

Week 1: Aug 24--28 (Let's Get Started)

Syllabus, Course Instructions, Labs
Lesson 1 – Academic Writing, Thesis, Intro, and Conclusion
Lesson 2 – MLA Formatting

Due Sunday: Syllabus Quiz
August 30th Formatting Quiz
Forbidden Word Practice (in class)

Week 2: August 31 – Sept 4 (Description)

Lesson 3 – Pre-Writing and Grammar
Lesson 4 – Descriptive Writing
Dominate Impressions

Due Sunday: Labs: Pretest
Sept 6th Descriptive Essay
Reading Novel: Needs to be finished by the start of week 12

Week 3: Sept 7 - 11 (Narrative Essay)

Lesson 5 – Narrative Writing, Establishing a story arc
Read Narrative Essay Example #1 and #2

Due Sunday: Narrative Reading Questions
Sept 13th Labs: Writing Process
Reading Novel: Needs to be finished by the start of week 12

Week 4: Sept 14 -18 (Narrative Essay)

Read Narrative Essay Example #3 and #4

Due Sunday: Narrative Essay
Sept 20th No Labs this week
Reading Novel: Need to be finished by the start of week 12

Week 5: Sept 21--25 (King Arthur Legends)

Lesson 6 – Background information on King Arthur
Read: King Arthur Background, Sir Gawain and the Green Knight

Due Sunday: Arthur Legends Reading Quiz
Sept 27th Labs: Thesis Statements, Parallelism
Reading Novel: Needs to be finished by the start of week 12

Week 6: Sept 28—Oct 2

Lesson 7 – Definition Essay
Read: Morte D' Arthur
Read: Examples Definition Essays #1, #2, and #3

Due Sunday: Definition Essay Outline
Oct 4th Labs: Topic Sentence, Clause Structure
Reading Novel: Needs to be finished by the start of week 12

Week 7: Oct 5--9 (Definition and Research)

Lesson 8 – Logic and Fallacies, Argumentation

Due Sunday: Definition Essay
Oct 11th No Labs this week

Week 8: Oct 12-16 (Research)

Lesson 9 – Research/Argument

Read: Non-Fiction Essays #1, #2, #3

Due Sunday: Logic and Fallacy Quiz
Oct 18th Discussion #1
Labs: Sentence Types, Combining Sentences
Reading Novel: Needs to be finished by the start of week 12

Week 9: Oct 19-23 (Introduction to Research)

Read: Non-Fiction Essays #4, and #5

Due Sunday: Discussion #2
Oct 25th Labs: Subject/Verb, Italics and Quotation Marks
Reading Novel: Needs to be finished by the start of week 12

Week 10: Oct 26-30 (Research/Argument)

Lesson 10 – MLA Citation Methods

Due Sunday: Research Outline
Nov 1st Works Cited
Labs: Comma Placement, Use of Capitals
Reading Novel: Needs to be finished by the start of week 12

Week 11: Nov 2-6 (Research/Argument)

Due Sunday: Research Paper
Nov 8th No Labs this week
Reading Novel: Needs to be finished by the start of week 12

Week 12: Nov 9-13 (Novel Study/Analysis)

Lesson 11 – Novel Information

Due Sunday: Novel Quiz
Nov 15th Labs: Audience

Week 13: Nov 16-21 (Novel Study/Analysis)

Lesson 12 – Analysis Essay over Novel

Due Sunday: Analysis Essay (Timed Writing Online)

Nov 22nd Labs: Responding Critically, Verbs

Week 14: Nov 23-27

No Class This Week

Week 15: Nov 30 – Dec 4 (Labs and Revisions)

Due Sunday: Finish Revisions and Labs This Week

Dec 6th Labs: Final Grammar Quiz

Week 16: Dec 7-10 (Reflection)

Lesson 13: Synthesis Essay (Reflection)

Due Sunday: Final Exam Due Dec 8th by 11:59 pm

Dec 8th

Final Exam is due TUESDAY, Dec 8th by 11:59 pm

*****See Above for Final Exemption Policy*****

ENGL 1301.50B0
Composition and Rhetoric and Reading
Fall 2026 – In-Person Sulphur Springs

Instructor: Mylissa Bailey
Office: SS Center Front Offices
Phone: 903-885-1232

Email: mbailey@parisjc.edu

Office Hours: M/W 8:00-9:30; 1:30-3:00 T/R 7:30-8:00; 9:30-10:00; 1:30-3:00

Meeting Location: Room 104

Meeting Days: M/W

Meeting Times: 9:30-10:45

Course Description

“Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis,” (Catalog).

Credits: 3 Credit Hours, 3 Hours of class each week

TSI Requirement: 340 or below; Essay 4 or higher.

Prerequisite: None

Required Textbook(s) and Materials

1. Kirszner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Publisher MPS ISBN-9781319532345
(This book will be embedded in your Blackboard class, so you will not need to buy it.)
2. *Of Mice and Men* by John Steinbeck
ISBN 13: 9781405855365

Dragon Now Course Material Information:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow the directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
- Flex 2 Term: 10/28/2026

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.

- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out. If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives

The general course goals of 1301 are to have students improve their writing abilities and increase their proficiency in critical reading and in writing nonfiction prose, with emphasis on narration, exposition, and persuasion.

Foundational Component Area:

Communication Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.

4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluation

This course will consist of five (5) core essays. These are essential to this course and must be completed. You may revise your essays throughout the semester. Please follow the revision rules. Remember that writing is a process. There are several quizzes, discussions, and lab assignments that also figure into your total score. Also, if you meet certain guidelines, you can be exempt from the final exam. (See below)

Essays: This category can be revised (revision policy below) 60%

Narrative
Comparison
Persuasive with Research
Literary Analysis
Definition Essay (Final)

Quiz and Discussion: Revision is NOT allowed in this category. 20%

Syllabus Quiz
Descriptive Writing Practice
Introduction Discussion
Formatting and MLA Quiz
Logic and Fallacies Quiz
Novel Quiz

A – 100 – 90 B – 89 – 80 C – 79 – 70 D – 69 – 60 F – 59 – 0

Labs 20%

Total 100%

Blackboard Announcements:

Students are responsible for all information posted in the Blackboard course announcements. This is my primary way of communicating with you in real-time and making any necessary updates or adjustments. Announcements may include important reminders, whole-class feedback, and suggestions to help you improve your writing assignments and overall grades. Be sure to read them carefully.

Revision Policy:

Essays: Test Grades: (60% of the grade)

You may revise each essay up to three times to improve your grade. When submitting a revision, please highlight all changes in yellow before resubmitting your essay. Revisions that are not highlighted will not be graded. The only exception is the final exam essay, which cannot be revised after the due date. However, if you submit the final essay before the deadline, you may revise it before that cutoff.

All essays must be typed and formatted in MLA style using 12-point Times New Roman font. Essays submitted in any other format will not be accepted or graded.

If an essay is turned in late, it is subject to a 10-point deduction per day. No assignments will be accepted after they are three days late. This policy applies only to essays/test grades.

(Remember: The final exam essay can be exempt. See below)

Grading Codes:

To provide timely feedback and help you grow as a writer, all essays will be graded using the following color-coded system:

- Yellow – Grammar mistakes
- Red – Point of view issues
- Green – Use of forbidden words (see the Week 1 folder for the list)
- Blue – Tense change issues
- RO – Run-on sentences and comma splices

This system is designed to make it easier for you to identify areas for improvement and strengthen your writing skills with each assignment.

Quiz and Discussion Grades: (20%)

Quiz grades are final and cannot be revised or retaken. Once a quiz closes, it will not be reopened, so please make sure to complete each quiz before the deadline.

I encourage you to start quizzes early and check your internet connection before beginning. Quizzes are meant to help you keep up with the course material and prepare for major assignments, so staying on schedule will make your success much easier.

English 1301 Labs (20% of the grade)

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and must be completed outside of scheduled class time. Labs must be completed by the stated due dates. There are a total of 16 labs activities. You should expect to spend about one hour per lab, for a total of approximately sixteen hours of lab work.

While the labs are not technically due until the end of the 8-week session, I've scheduled them weekly to help you stay on track. If you have a particularly busy week and miss one, you can catch up the following week without penalty. My goal is to help you avoid the stress of trying to complete all the labs at once at the end of the semester. Breaking them up week by week will make the workload much more manageable.

Lab grades are final and cannot be retaken, so please make sure to complete them before the deadline.

Submitting Assignments:

All assignments must be submitted as a Word document or Google Doc and attached to the assignment. I am unable to read or grade assignments submitted in any other format: links or references written directly in the assignment box. No major essay in the test grade category will be graded unless it is formatted this way.

How to submit: Make sure the assignment is saved on your computer, then attach it to the assignment when submitting.

Important: Incorrectly submitted assignments will count as one of your five attempts to revise.

Exemption Rules for Final:

To be exempt from the final, a student must meet the following criteria:

Any student who

- a.) submits all prior essays,
- b.) earns an **80 essay average**, and
- c.) has 4 or fewer class absences

Students who do **NOT** qualify for exemption:

Any student who

- a.) does not submit all prior essays **and/or**
- b.) earns **an essay average less than 80** and/or
- c.) has more than 4 absences

Non-exempt students are required to complete the final exam essay. The grade earned on this essay will replace the student's lowest essay grade, with one exception: the grade for the research paper cannot be replaced. A zero will not be dropped or replaced by the final exam essay grade. If a student qualifies for exemption but still wishes to write an essay for the final to improve their overall course average, he/she may do so. However, the final exam essay cannot be used to replace a zero.

Course Policies:

Students are expected to complete all coursework honestly and independently, using only their own knowledge and the resources permitted by the instructor. Academic integrity is essential to your success in this course and to your growth as a writer and critical thinker. For guidance on MLA formatting and citation, students are encouraged to consult the Purdue Online Writing Lab (OWL), a trusted and comprehensive resource, and the information provided in the course materials.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Oct 1st*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the

classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence Policy:

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be informed of the change by an announcement in Blackboard.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule: Tentative (Subject to change at instructor's discretion).

Week 1: Aug 24 - 28 (Let's Get Started)

Syllabus, Course Instructions, Labs
Lesson 1 – Academic Writing, Thesis, Intro, and Conclusion
Lesson 2 – MLA Formatting
Lesson 3 – Descriptive Writing

Due FRIDAY, Aug 28: Syllabus Quiz (Online)

Due Tuesday: Descriptive Writing Practice
Sept 1 Formatting Quiz
Labs: Pretest
Reading Novel: Needs to be finished by the start of week 6

Week 2: Aug 31-Sept 4 (Narrative Essay)

Lesson 4 – Pre-Writing and Grammar
Lesson 5 – Narrative Writing, Establishing a Story Arc
Read Narrative Essay Example #1 and #2

Due Tuesday: Narrative Essay
Sept 8th Labs: Writing Process, Thesis Statements, Parallelism
Reading Novel: Needs to be finished by the start of week 6

Week 3: Sept 7-11 (Compare and Contrast)

Lesson 6 – Comparison and Contrast Writing
Read Compare/Contrast Essay Example #1 and #2

Due Tuesday: Comparison and Contrast Essay
Sept 15 Labs: Topic Sentence, Clause Structure, Combining Sentences
Reading Novel: Needs to be finished by the start of week 6

Week 4: Sept 14-18 (Introduction to Research)

Lesson 7 – MLA Citation Methods
Lesson 8 – Logic and Fallacies, Argumentation

Due Tuesday: Logic and Fallacy Quiz
Sept 22 Labs: Sentence Types, Subject/Verb, Italics and Quotation Marks
Reading Novel: Needs to be finished by the start of week 6

Week 5: Sept 21-25 (Research/Argument)

Lesson 9 – Research/Argument
Non-Fiction Essays #1, #2, #3, #4 (they can be found in Week 5 – Lesson #9)

Due Tuesday: Research Essay
Sept 29 Finish Reading the Novel

Labs: Comma Placement, Use of Capitals, and Audience
Reading Novel: Needs to be finished by the start of week 6

Week 6: Sept 28-Oct 2 (Novel Study/Analysis)

Lesson 10 – Of Mice and Men – Novel Lecture
Lesson 11 – Analysis Essay over Novel

Due Tuesday: Analysis Essay (Timed Writing Online)

Oct 6 Of Mice and Men Quiz
Labs: Verbs, Responding Critically, and Final Grammar Quiz

Week 7: Oct 5-9 (Definition Essay)

Lesson 12 – Final Exam: Definition Essay

Due FRIDAY: All Revisions and Labs

Oct 9

Week 8: Oct 12-15 Finals Week

Final Exam is due TUESDAY, Oct 13th by 11:59 pm
*****See Above for Final Exemption Policy*****

All Labs and All Revisions Due Oct 6th by 11:59 pm
Final Exam Due Oct 13th by 11:59 pm

ENGL 2322.690
British Literature I
Fall 2026

Instructor: Rita Petty
Office: Room 307, Cumby H.S.
Phone: (903)994-2260
Email: rpetty@parisjc.edu
Office Hours: 7:20-7:50 a.m.

Meeting Location: Room 307, Cumby H.S.
Meeting Days: MTuWThF
Meeting Times: 11:07-11:54 a.m.

Course Description:

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Credits: 3 credit hours

Prerequisite(s): Students must have successfully completed English 1301 or approved equivalents.

Textbooks:

Greenblatt, Stephen, eds. et al. *The Norton Anthology of English Literature: Shorter Eleventh Edition*, Volume I. New York: Norton, 2024. ISBN#: 978-1-324-06292-9

Instructor will provide copies of any other readings needed. and/or may provide links to free copies from open sources.

Any MLA style book or online source, like Purdue Owl MLA site:

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

Required Assignment:

Research paper, utilizing MLA documentation and applying the assessment rubric

Foundational Component Area: Language, Philosophy, and Culture

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.

3. Demonstrate Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 2322 Course-Level):

This course is designed to prepare students with skills for lifelong learning—

1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

Program Learning Outcomes

1. **Communication & Expression** — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. **Critical & Creative Thinking** — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities & Cultural Literacy** — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. **Information Literacy** — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. **Personal & Civic Responsibility** — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Course Requirements and Evaluation:

The course schedule will consist of discussion/lecture, assigned readings, in-class notes and writing assignments, quizzes, tests, presentations, compositions, and a research essay. The course will be face-to-face. A comprehensive schedule is at the end of this syllabus.

Week 1: The Anglo-Saxon Literary Period and Early Middle Ages

Week 2: *Beowulf*

Week 3: Anglo-Saxon Culture

Week 4: *Sir Gawain and The Green Knight*

Week 5: Middle English Literature & Research Essay

Week 6: Chaucer and *The Canterbury Tales*

Week 7: Marlowe & “The Tragical History of Doctor Faustus”

Week 8: Sixteenth Century Literature and The Renaissance

Week 9: Shakespeare

Week 10: *Hamlet*

Week 11: Group Research Projects

Week 12: 17th Century and Milton

Week 13: The Restoration Literature

Week 14: 18th Century and Swift

Week 15: Research Projects Presentation

Week 16- Review and Final Exam

Course Requirements and Evaluation:

Grading - Letter Grades/Numeric Grades

A=90-100	B=80-89	C=70-79	D=60-69	F=0-59
Four Major Exams (Required-10% each)				40%
Reading quizzes/compositions				15%
Research Paper (Required)				20%
Research and Group Presentations				15%
Daily work, Notes, Participation, and Discussion				10%
Total:				100%

Note: The research essay and exams are required. Failure to take the period exams or the final or to complete the research essay will result in failure for the course. Rubrics for response compositions and the research paper will be handed out in class.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Major Exams: An exam over each literary period is required, plus a final exam.

Readings and Quizzes: Absent students are responsible for notes and assignments missed. On required readings quizzes may be given. If a novel or lengthy reading is assigned, a few chapters will be read cooperatively, then the material will be read outside of class, and regular quizzes will be given, as well as a final test on the whole reading. All essays will be written in the class journal in handwriting and will be the first draft grade.

Research Paper and Essays: All essays will be written in the class journal in handwriting and will be the first draft grade.

Research Paper: A late paper will receive a five-point deduction per day (including non-class days) and will not be accepted more than one week late. To be graded, the essay must be minimum length, or the paper will be declined until the minimum is met (two days to complete). Essays will be turned in electronically to Safe Assign in Blackboard and in printed form in a folder in class. If sources are demanded for the assignment, printed copies with the quotations used and highlighted may also be required. The research paper must have the sources used, a Works Cited or References page, and parenthetical (in-text) citations, in order to be graded. , Plagiarized papers will receive a grade of zero.

Group Project: Groups will be assigned specific topics to explore and each group member will be given individual roles to complete within the group. The presentations will link to one of the major readings in the class.

Technology: Computer problems or school activities do not excuse when an assignment is due. This is the reason that assignments should not be put off until right before it is due.

Participation: Students should participate in class discussion and projects in a collegial manner. Class participation is graded and is included in the category with daily work and required notes.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 12, 2026**.

Class Conduct:

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Academic Honesty:

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Course Specific AI Policy

Students in ENGL 1301.690 will be required to sign a commitment form stating that the content of their work is original and they will follow the policies stated in this syllabus.

English Department AI Policy:

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

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You can return to your normal activities when, for at least 24 hours, both are true:

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2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Students will be emailed information about syllabus changes and face-to-face classes will be informed about changes verbally.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Aug. 24-28	The Anglo-Saxon Literary Period and Early Middle Ages	Syllabus Assignment Review and notes of the Anglo-Saxon Literary Time Period Epic hero qualities; Begin <i>Beowulf</i> and take Study guide notes.
Aug. 31-Sept, 4	<i>Beowulf</i>	Continue reading <i>Beowulf</i> and Study Guide. Kennings, caesura, and alliteration in <i>Beowulf</i> . Continue study of <i>Beowulf</i> . Relate the reading to Anglo-Saxon Period.
Sept. 7-11	Anglo-Saxon Culture	Continue study of <i>Beowulf</i> . Relate the reading to Anglo-Saxon Period. Test- <i>Beowulf</i> View modern version of <i>Beowulf</i> and relate to reading.

Sept. 14-18	<i>Sir Gawain and The Green Knight</i>	Middle English Literature. Background and reading: <i>Sir Gawain the Green Knight</i> and Study Guide
Sept. 21-25	Middle English Literature & Research Essay	Complete <i>Sir Gawain and the Green Knight</i> . Assign research paper, due October 21. Quiz Exam #1 - Anglo-Saxon Period
Sept. 28-Oct. 2	Chaucer and <i>The Canterbury Tales</i>	Study culture and history-Middle English period. Read <i>The Prologue to The Canterbury Tales</i> and “The Pardoner’s Tale” and complete a study guide.
Oct.5-9	Documented Research Essay	Continue study of <i>The Canterbury Tales</i> . Connect the <i>Tales</i> to society. First draft of the research essay due.
Oct. 12-16	Sixteenth Century Literature and The Renaissance	Quiz: Class written response and discussion. Survey “Doctor Faustus.” Mid-semester grades due. Notes on The Renaissance
Oct. 19-23	Shakespeare	Exam #2- Middle Ages and Chaucer Research paper due. Background on Shakespeare
Oct. 26-30	<i>Hamlet</i>	Read <i>Hamlet</i> . Study Guide and reader’s response
Nov. 2-6	Group Research Projects	Assign group project. Continue and complete Hamlet and study guide
Nov. 9-13	17th Century and Milton	Quiz on <i>Hamlet</i> . Survey Milton and 17 th Century literature and culture
Nov. 16-20	The Restoration Literature	EXAM 3 – Renaissance Work on literary presentation projects.
Nov. 23-27	18th Century and Swift	Study the literature and culture of the 18 th Century. Survey <i>Gulliver’s Travels</i> .
Nov. 30-Dec. 4	Research Projects Presentation	Present Group #1-Milton Present Group Project #2-Swift
Dec. 7-10	Review and Final Exam	Review and final exam.

ENGL 1301 78A0
Composition and Rhetoric and Reading
Fall 2026

Instructor: Janis Thomas
Office: North Hopkins 9046
Phone: (903) 348-0158
Email: jthomas@nhisd.net
Office Hours: 8:40-9:10 and by appointment after 11:42 M-F

Meeting Location: North Hopkins, Rm 9046
Meeting Days: M-F
Meeting Times: 10:57-11:42

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Required Textbook(s) and Materials:

Kirszner, Laurie G., and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Bedford/St. Martin's, 2024. ISBN: 9781319532345.

A 2021 MLA Guide, such as *Purdue Owl*

Novel: *All Systems Red* by Martha Wells

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For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

· Fall Main & Flex 1 Term: 9/11/2026

· Flex 2 Term: 10/28/2026

1) Go to <https://ACCESSPortal.follett.com:443/1836>

2) Create an account using your student email account

3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.

4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

***Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Program Learning Outcomes:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.

3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Schedule:

Aug. 24-28:	Go over class syllabus On-line syllabus quiz in Blackboard Readers Theater: Native American Mythology <i>Patterns</i> Ch. 6: Narration “Indian Education,” online “The Money,” p. 115 “I Am Not Proof of the American Dream,” p. 129
Aug. 31-Sept. 4:	Assign Narrative Essay (due Sept. 15) Begin Labs: Pretest and first lab (We will cover one lab most weeks.) Assign Short Classic Novel of Choice (Test Sept. 29)
Sept. 7-11:	<i>Patterns</i> Ch. 7: Description “Goodbye to My Twinkie Days,” p. 169 American Lit Friday: Anne Bradstreet
Sept. 14-18:	Continue Description “Stability in Motion,” p. 177 Assign Descriptive Essay: A Restaurant Review (Due Oct. 1) American Lit Friday: Nathaniel Hawthorne
Sept. 21-25:	Pre-draft Restaurant Review Peer edit American Lit Friday: Emily Dickinson
Sept. 28-Oct 2:	<i>Patterns</i> Ch. 8: Exemplification “Ten Ways We Get the Odds Wrong,” p. 246 Assign VFW Speech: “What a Veteran Taught Me about America” (due Oct. 14) American Lit Friday: Henry David Thoreau
Oct. 5-9:	Funnel Introductions Brainstorm for speech ideas Work on Speeches

- Oct. 12-16:** Present VFW Speeches
Patterns Ch. 10: Cause and Effect
 “A Peaceful Woman Explains Why She Carries a Gun,” p.352
 American Lit Friday: Fanny Fern
- Oct. 19-23:** Continue Cause and Effect
 “Photos That Change History,” p. 358
Assign Documented Essay (due Nov. 14)
 Learn to Use Databases
- Oct. 26-30:** Find sources
 Make Works Cited Page
 Work on documented essays
 American Lit Friday: Edgar Allan Poe
- Nov. 2-6:** *Patterns* Ch. 13: Definition
 “What Is Fast Fashion and Why Is It so Bad?” p. 506
 American Lit Friday: Frederick Douglass
- Nov. 9-13:** *Patterns* Ch. 14: Argumentation
 Groups choose an essay from this chapter for a table debate
 American Lit Friday: Ambrose Bierce
 Introduce *All Systems Red*
- Nov. 16-20:** Continue *All Systems Red*
- Nov. 23-27:** Thanksgiving Break
- Nov. 30-Dec. 4:** Finish *All Systems Red*
 American Lit Friday: Sarah Orne Jewett
- Dec. 7-11:** Review
 Play in Dallas: *A Christmas Carol*
 American Authors Quiz
 Lab Final
5th Essay Final

Course Requirements and Evaluation:

Semester Grade Determination:

Daily Grades (including classroom participation, discussion, journal, essays [count twice], documented research essay [counts three times], etc.)	60% qt. grade
Quizzes and Tests	40% qt. grade

**1301 Lab Average counts as 20% of each quarter grade, in accordance with PJC’s policies.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

PJC Required Lab Statement:

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under **ANY** circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours.

PJC Required Essay Assignments:

*Minimum of 5 full essays, various modes

*Documented essay (using 2021 MLA and applying the assessment rubric)—at least 1 of the 5 essays

*Final exam exemptions

- o students with 4 or fewer absences and an essay average of 80 or higher **may** be exempted from the final exam;
- o remaining students will write a 5th essay at the time of the final and the grade will replace the lowest essay grade (**not a zero or the research essay**) of the first 4 essays (essay grades count twice);
- o the 5th essay grade will also count as the final exam grade;
- o averages for exempted students will not include a final exam grade;
- o the exemption is not mandatory; students **may** choose to write the 5th essay.

Course Policies:

***Students may always revise essays to improve their grades. Turn in the original with the revision by a week before the end of a quarter . You may improve your grade by as much as 10% on the essay (and more on the research essay), if you make all the corrections.**

***Five points per class day will be deducted for assignments that are turned in late.**

Technical Difficulties: Computer access is available at the following PJC locations. Technical issues are **not** an excuse to miss deadlines. This is why assignments should not be put off until near the deadline. Paris Campus (The Learning Center and AS150), Greenville Center Library, and Sulphur Springs Center Library

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is Thursday, November 12.

Class Conduct (PJC Policies):

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

AI Statement:

In accordance with the institution’s Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4 degrees F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed by the instructor in class and in Google Classroom.

English 2322.78A0
British Literature, Part I
Fall 2026

Instructor: Janis Thomas

Office: North Hopkins Room 9046

Phone: 903-348-0158

Email: jthomas@nhisd.net

Office Hours: 8:40-9:10 and by appointment after 11:42 M-F

Meeting Location: 9046

Meeting Days: M-F

Meeting Times: 9:14-10:04

Course Description:

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisites: English 1301 and 1302.

Required Texts:

Greenblatt, Stephen, eds. et al. *The Norton Anthology of English Literature: Shorter Eleventh Edition*, Volume I. New York: Norton, 2024. ISBN#: 978-1-324-06292-9

Any MLA style book or online source, like Purdue Owl MLA site.

Play: *A Midsummer Night's Dream* by William Shakespeare

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For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

· Fall Main & Flex 1 Term: 9/11/2026

· Flex 2 Term: 10/28/2026

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If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Program Learning Outcomes:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 2322 Course-Level):

This course is designed to prepare students with skills for lifelong learning—

1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
1. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

Course Schedule:

Aug. 24-28

Go over syllabus
On-line syllabus quiz in Blackboard
Schools of Literary Criticism: Beatles' songs
Lecture: Old English
Selections from *Beowulf*, p. 36-106

Aug. 31-Sept. 4

Continue selections from *Beowulf*
Pre-draft **I Am the Hero in My Own Epic: Essay (due Sept. 15)**
Assign "Sir Gawain and the Green Knight" from Roger Green's King Arthur book

Sept. 7-11

Old English Riddles Escape Room
Lecture: Middle English and King Arthur

Sept. 14-18

Assign two tales from Roger Green's King Arthur book

Assign **Modern Knight Podcast (due Oct. 2)**

Film: *A Knight's Tale*

Sept. 21-25

Work on Podcast

Film: *Tristan and Isolde*

Sept. 28-Oct. 2

Play Podcasts

Lecture: *Canterbury Tales*

Analyze Some Canterbury Characters

Assign one tale for partners to tell

Oct. 5-9

Continue *Canterbury Tales*, p. 306-373

Selections from *Refugee Tales*

In-class Essay

Oct. 12-16

The story of King Henry VIII

Marlowe, "A Passionate Shepherd to His Love," p. 545

Raleigh, "The Nymph's Reply to the Shepherd," p. 546

Selections from Elizabeth I, p. 443-449

Use Schools of Literary Criticism to analyze the above poems

Lecture: William Shakespeare

Shakespeare's Sonnets: Collaborative Performances

Oct. 19-23

Read *A Midsummer Night's Dream* by William Shakespeare

Oct. 26-30

Assign Slideshow and Documented Essay: My Commonplace Book

(due Nov. 21)

Work on slideshows

Nov. 2-6

Review MLA Documentation

Work on research essay

Nov. 9-13

Lecture: Cavalier Poets

Read selections from Herrick, p. 826-830

Lovelace, and Suckling, handouts

Nov. 16-20

Lecture: Metaphysical Poets
Selections from John Donne, p. 750-778
Selections from Herbert and Marvell, p. 820-824; 835-840
Use Several Schools of Literary Criticism to Analyze a Poem

Nov. 23-27

Thanksgiving Break

Nov. 30-Dec. 4

In-class Essay: Review
Peer edit
Review for final

Dec. 7-11

To Dallas to see play *A Christmas Carol*
Film: *The Duchess*
Comprehensive Final (from all lecture notes)

Evaluation:

Semester Grade Determination (matches North Hopkins grading policies):

Daily Grades (including classroom participation, discussion, journal, essays [count twice], documented research essay [counts three times], etc.)	60% qt. grade
Quizzes and Tests	40% qt. grade

**The Semester Exam (Final) will be comprehensive and will count for 20% of the semester grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

***Students may always revise essays to improve their grades. Turn in the original with the revision within a reasonable time after receiving the graded original essay. You may improve your grade by as much as 10% on the essay (and more on the research essay), if you make all the corrections.**

***Five points per class day will be deducted for assignments that are turned in late.**

Technical Difficulties: Computer access is available at the following PJC locations. (Technical issues are **not** an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.) Paris Campus (The Learning Center and AS150), Greenville Center Library, and Sulphur Springs Center Library

Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is November 12.

Class Conduct (PJC Policies):

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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AI Statement:

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4 degrees F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed by the instructor in class and in Google Classroom.



**Make Yourself
AT HOME.**

**English 2322.20D0
British Literature I
Fall 2026**

Instructor: Dr. Jennifer Collar
Office: MS 111C, Paris Campus
E-mail: Utilize BB Messages ONLY
Office Hours:
M/W: 9:30-11:30 am; by appointment

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Credits: 3 SCHs

TSI Requirement: Reading, 341 +; Writing, 4 or above

Prerequisite(s): Students must have successfully completed English 1301 or approved equivalents.

Required Textbook(s) and Materials:

Greenblatt, Stephen, eds. et al. *The Norton Anthology of English Literature* (Shorter Edition, Vol 1). New York: Norton, 2024. 9781324062929 (this is the ISBN in the event you choose to opt out of the e-book that is included as part of your tuition and fees).

All course readings are located in the e-book unless otherwise notes in the lesson instructions.

Purdue Owl site for MLA Documentation (or any CURRENT MLA documentation manual)

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

Dragon Now Course Material Information

Required Course Materials

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a physical (print) book. You will receive an email confirming your materials have been shipped. **Note:** If you drop this course on, or before, the last day of the DROP/ADD period, you will need to return any physical materials back to the virtual bookstore.

If you wish to opt-out of this program, please follow the steps below **by:**

- **Fall Main & Flex 1 Term: 9/11/2026**
 - **Flex 2 Term: 10/28/2026**
1. Go to <https://ACCESSPortal.follett.com:443/1836>.
 2. Create an account using your student email account.
 3. Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
 4. You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Foundational Component Area: Language, Philosophy, and Culture

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives:

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (ENGL 2322 Course-Level):

This course is designed to prepare students with skills for lifelong learning—

1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

Course Requirements and Evaluation:

The student will be required to complete reading assignments, participate in class and group discussions, write a research paper over an assigned topic, present a video research project, and perform satisfactorily on examinations and quizzes. Students will take four unit exams concerned with ideas presented by literature, techniques discovered in the literature, biographical information on authors, and historical perspective. The student may also be given announced/unannounced reading quizzes.

Evaluation Methods:

Syllabus Quiz=2% MUST be completed to remain enrolled in the course! Please note that all of Lesson 1 is due on the same day as well.

Discussion forums-=10%

Exams= 60% (15% each) This course contains exams that must be completed via Respondus Lockdown Browser & Monitor. Arrangements can also be made to test at the PJC Testing Center if a computer with web camera and microphone are unavailable). Notes and/or text books are NOT allowed during exams. Cell phones should also be put away during testing.

Power Point Research Video Presentation=13%

Essay Exam: Research Argumentation= 7.5% (Must be written in Respondus Lockdown Browser & Monitor)

Essay Exam Revision=7.5%

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Submitting Assignments:

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The essay exam must meet the minimum length requirement before I will grade it. Assignments that do not meet the length requirement are not considered as valid submissions and will likely receive a grade of zero. A minimum of 15 points will be deducted for assignments that do not meet the length requirement.

Proctored Exam:

ALL Exams must be completed using Respondus Lockdown Browser & Monitor.

Late Work:

Students are responsible for notes and assignments missed. The Essay Exam is the only assignment that may be submitted late. A five point per day penalty will be applied and submissions will not be accepted beyond one week. Exam submissions are considered late if they are not submitted by the specified date and time.

Writing Tutoring: Tutor.com is available on the course menu bar. You can virtually "drop off" an essay for a tutor to review or schedule a live virtual session with a tutor. This service is free of charge to you.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. This is a fully online class, so we will not meet as a group. **Class attendance is expected, which means that you should log in daily to check course announcements, e-mails, and to participate in group discussions..** The last day a student can withdraw from a course with a grade of "W" is November 12th.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination Clause:

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Class Conduct:

No obscene/vulgar language will be permitted in the online discussion board or in e-mails. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic

dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action, such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activity may be required to prove their innocence.

Essay Exam: Research Argumentation and Research Power Point Presentation MUST utilize correct, current MLA guidelines for documentation. Documents submitted without documentation (MLA citations and Works Cited page) will receive a score of ZERO.

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

ADA Statement:

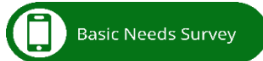
It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This college will adhere to all the applicable federal, state and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising and Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Technology Readiness Statement:

To help ensure a successful start to the semester, students are strongly encouraged to review and complete the PJC IT Checklist the first day of class. The checklist provides important information and step-by-step guidance for accessing your PJC email, Blackboard, Multi-Factor Authentication (Step 3), and other essential online resources. Completing these tasks in advance can help prevent technical issues and ensure you are prepared to fully participate from the first day of the course.

The PJC IT Checklist is available at: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Note: The contents of this syllabus and schedule are subject to change.

Course Schedule:

You must click on Content, the unit folder, and finally the lesson folder to access all of the lesson instructions and activities/assignments.

Unit I (supports SLOs core curriculum-level, 1-4, English program-level, 1-3, and course level, 1-5)

Lesson 1: August 31st (this also includes the syllabus quiz)

Lesson 2: September 7th

Lesson 3: September 14th

Lesson 4: September 21st

Unit II (supports SLOs core curriculum-level, 1-4, English program-level, 1-3, and course level, 1-5)

Lesson 5: September 28th

Lesson 6: October 5th (includes the Essay Exam)

Lesson 7: October 12th

Lesson 8: October 19th

Unit III (supports SLOs core curriculum-level, 1-4, English program-level, 2, and course level, 1-4)

Lesson 9: October 26th

Lesson 10: November 2nd

Lesson 11: November 9th

Unit IV (supports SLOs core curriculum-level, 1-4, English program-level, 2, and course level, 1-4)

Power Point Research Presentation: November 16th

Unit V (supports SLOs core curriculum-level, 1-4, English program-level, 2, and course level, 1-4)

Lesson 12: November 23rd

Lesson 13: November 30th

Lesson 14: December 8th



**Make Yourself
AT HOME.**

**English 2322.25D0
British Literature I
Fall 2026**

Instructor: Dr. Jennifer Collar
Office: MS 111C, Paris Campus
E-mail: Utilize BB Messages ONLY
Office Hours:
M/W: 9:30-11:30 am; by appointment

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Credits: 3 SCHs

TSI Requirement: Reading, 341 +; Writing, 4 or above

Prerequisite(s): Students must have successfully completed English 1301 or approved equivalents.

Required Textbook(s) and Materials:

Greenblatt, Stephen, eds. et al. *The Norton Anthology of English Literature* (Shorter Edition, Vol 1). New York: Norton, 2024. 9781324062929 (this is the ISBN in the event you choose to opt out of the e-book that is included as part of your tuition and fees).

All course readings are located in the e-book unless otherwise notes in the lesson instructions.

Purdue Owl site for MLA Documentation (or any CURRENT MLA documentation manual)

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

Dragon Now Course Material Information

Required Course Materials

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a physical (print) book. You will receive an email confirming your materials have been shipped. **Note:** If you drop this course on, or before, the last day of the DROP/ADD period, you will need to return any physical materials back to the virtual bookstore.

If you wish to opt-out of this program, please follow the steps below **by:**

- **Fall Main & Flex 1 Term: 9/11/2026**
 - **Flex 2 Term: 10/28/2026**
1. Go to <https://ACCESSPortal.follett.com:443/1836>.
 2. Create an account using your student email account.
 3. Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
 4. You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Foundational Component Area: Language, Philosophy, and Culture

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives:

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (ENGL 2322 Course-Level):

This course is designed to prepare students with skills for lifelong learning—

1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

Course Requirements and Evaluation:

The student will be required to complete reading assignments, participate in class and group discussions, write a research paper over an assigned topic, present a video research project, and perform satisfactorily on examinations and quizzes. Students will take four unit exams concerned with ideas presented by literature, techniques discovered in the literature, biographical information on authors, and historical perspective. The student may also be given announced/unannounced reading quizzes.

Evaluation Methods:

Syllabus Quiz=2% MUST be completed to remain enrolled in the course! Please note that all of Lesson 1 is due on the same day as well.

Discussion forums-=10%

Exams= 60% (15% each) This course contains exams that must be completed via Respondus Lockdown Browser & Monitor. Arrangements can also be made to test at the PJC Testing Center if a computer with web camera and microphone are unavailable). Notes and/or text books are NOT allowed during exams. Cell phones should also be put away during testing.

Power Point Research Video Presentation=13%

Essay Exam: Research Argumentation= 7.5% (Must be written in Respondus Lockdown Browser & Monitor)

Essay Exam Revision=7.5%

Required Activity:

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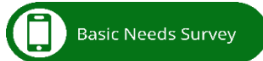
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Lesson 6: October 5th (includes the Essay Exam)

Lesson 7: October 12th

Lesson 8: October 19th

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Lesson 9: October 26th

Lesson 10: November 2nd

Lesson 11: November 9th

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Power Point Research Presentation: November 16th

Unit V (supports SLOs core curriculum-level, 1-4, English program-level, 2, and course level, 1-4)

Lesson 12: November 23rd

Lesson 13: November 30th

Lesson 14: December 8th

English 1301.84A0
Composition I
Fall 2026

Instructor: Dr. Melisa Ward
Office: 1305
Phone: 903-356-1600
E-mail: mward@parisjc.edu
Office Hours: By Appointment

Meeting Location: 1305
Meeting Days: T-Tr
Meeting Times: 7:30-8:24, 10:26-11:21; 3:06-4:00

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Textbooks:

Kirszner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Bedford/St. Martin's, 2024, ISBN: 9781319532345.

Required Course Materials

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- Fall Main & Flex 1 Term: 9/11/2026
 - Flex 2 Term: 10/28/2026
- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
 - 2) Create an account using your student email account
 - 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
 - 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.
- Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out. If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.

2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Teamwork—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluation

This course will consist of five (5) core essays. These are essential to this course and must be completed. There are several quizzes, discussions, and lab assignments that also figure into your total score. Also, if you meet certain guidelines, you can be exempt from the final exam. (See below)

Essays: 20%

Quiz: 20%

Assignments: 20%

Presentation: 20%

Lab Component: 20%

Total 100%

ENGL 1301 Labs (Online)

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due date. They will **NOT** be reopened under **ANY** circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours.

Course Policies

All essays/writing assignments should be submitted by the beginning of the class in which the assignment is due. Submit as a **Word Document through Blackboard**. Do not submit as a PDF or Google Doc. Do not submit essays via e-mail.

An essay/writing assignment must meet the minimum length requirement before I will grade it (a score of zero will be assigned). Assignments that do not meet the length requirement are not considered as valid submissions and will likely receive a grade of zero. A minimum of 15 points will be deducted for an essay that is close to the required length yet does not quite meet it.

Attendance and Make-up Work:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Thursday, November 12th*.

Class attendance is expected.

Students are responsible for notes and assignments missed. No more than one late paper shall be allowed. A paper will receive a ten- point deduction per day (including non-class days) and will not be accepted more than one week late. Papers are considered late if they are not turned in at the **BEGINNING** of the class in which the assignment is due.

Quizzes may not be made up; no exceptions. If a student is late to class, he/she will not be allowed to take the quiz if it has already been collected. If an absence is pre-arranged (i.e. Extracurricular), quizzes and tests **must** be taken in advance.

Please keep in mind that these make-up policies apply to extracurricular absences, as well. You are not penalized for an extra-curricular absence, but you must turn in any assignments due before the absence.

A research paper submitted without a works cited page (in MLA format) and/or without parenthetical citations constitutes plagiarism and will be subject to the above consequences. The paper grade will be a zero.

Peer Review Assignments

There will be an in-class peer review exercise for your final essay. This scheduled peer review exercise counts as a quiz grade (20% of overall average), and attendance is expected on these days. It is especially important that you are not tardy on these class days. If you are absent on a Peer Review Day, your grade will be affected. Please be on time.

Class Conduct

Please turn off or silence and put away all cell phones, headphones, etc. before entering the classroom. No obscene/vulgar language will be permitted in the classroom. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

Artificial Intelligence Policy

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

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1. Your symptoms are getting better overall, and
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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be informed of the change by an announcement in Blackboard.

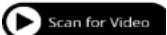
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Scoring Rubric for Compare/Contrast, Narrative, Cause/Effect, Argument, & Final Essay-6 pt. scale
 1=50, 2=60, 3=70, 4=80, 5=90, 6=100

Focus	Criteria				Pts.
	Good-Excellent: 16 -20	Fair: 11 - 15	Poor: 6 - 10	Unsatisfactory: 1 - 5	
Thesis Statement and Main Points	The thesis statement and main points are clearly stated and are appropriately placed.	The thesis statement and/or main points are not as clear as expected but are satisfactorily placed.	The thesis statement and main points are not clear and/or are poorly placed in the essay.	The thesis statement and main points do not appear in the essay or are so poorly placed or written as to be of no value.	
Elaboration and Explanation of Reasons with Supporting Research Organization (Transitions/Topic Sentences)	Good support is provided for each of the main ideas. Research used is relevant. Ideas are well organized.	Support is provided for each main idea but is not as clear, complete, or relevant as expected. Ideas are organized but could use improvement.	Some support appears but needs clarity, much more elaboration, or better use of research. Ideas are somewhat organized but could use much improvement.	Little or no support appears in the paper, or research used is irrelevant. Ideas are not clearly organized.	
Use of Standard Written English: Sentence Structure, Punctuation, Spelling, other	The essay is free or nearly free of grammatical errors.	The essay has some grammatical errors but not many.	The essay has too many grammatical errors, and these are distracting.	The paper is littered with grammatical errors, and the meaning is seriously impacted.	
Word Choice Tone (formal, academic)	Exceptional word choice; appropriate tone used throughout essay	Satisfactory word choice; appropriate tone used throughout most of the essay.	Word choice and tone could use much improvement.	Word choice is unclear, weak, and/or inappropriate; tone is also inappropriate for academic essay.	

MLA Parenthetical Documentation and Plagiarism MLA Guidelines/Formatting	In-text citations and works cited page are free or nearly free of errors. The paper is not plagiarized. MLA guidelines are followed.	In-text citations and works cited are mostly clear/free of errors. The paper is not plagiarized. Most MLA guidelines are followed.	In-text citations and works cited contain frequent errors. The paper is not plagiarized. There are several MLA formatting errors.	In-text citations and works cited are incorrect or absent. The paper is plagiarized. There are many MLA formatting errors.	
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Total: _____

Week	Day 1	Day 2	Day 3	Day 4
Week 1- Aug. 24-27	Syllabus; Navigating Blackboard	Syllabus Mapping	Email Etiquette Assignment HW: Follow and Insight	Assign Research Essay
Week 2- Aug. 31- Sept.3	Taking Notes	Major and Career Alignment Assignment	Follow and Insight	Reach, Match, and Safety Schools Assignment
Week 3- Sept. 8- 10	LABOR DAY HOLIDAY	College Research Mini- Research Assignment	Resume Assignment	Recommendation Request Assignment; HW: Read "Collegiate Habits for Success"
Week 4- Sept. 14-17	Collegiate Habits for Success	Paragraph Writing	Paragraph Writing	Paragraph Writing Assignment
Week 5- Sept. 21-24	Writing Process and Avoiding Plagiarism; Narrative Essay due	Writing Process and Avoiding Plagiarism Activity	Finding and Evaluating Reliable Sources	Library Skills
Week 6- Sept. 28-Oct. 1	Library Skills	The AB	The AB Activity	Assign AB and work on AB for Research Essay
Week 7- Oct. 5-8	Assign C/C Essay; Nonfiction Interviews	Nonfiction Activity (Synthesis Essay)	Short Stories	Short Story Activity (Expository)
Week 8- Oct. 12- 15	Song Lyrics	Song Lyrics	Song Lyrics Activity	Poetry
Week 9- Oct. 19- 22	Poetry Activity	Reading Responses Quiz; Work on AB	Understanding Various Viewpoints	Understanding Various Viewpoints
Week 10 Oct. 26-29	Understanding Various Viewpoints Activity	Assign Film Analysis Essay; Counterarguments and Rebuttals	Counterarguments and Rebuttals	Counterarguments and Rebuttals Activity
Week 11-Nov. 2-5	Rhetoric and the Visual Argument; C/C Essay due	Rhetoric and the Visual Argument	Rhetoric and the Visual Argument	Rhetoric and the Visual Argument Activity
Week 12-Nov. 9-12	Commercial Appeals and Fallacies	Commercial Appeals and Fallacies Activity	Speech Analysis	Speech Analysis
Week 13- Nov. 16-19	Art Analysis	Art Analysis	Art Analysis	MM Quiz; Peer Review Research Paper

Week 14-Nov. 23-26	THANKSGIVING BREAK			
Week 15-Nov. 30-Dec. 3	Argumentative Essay due; Gender and Ethnic Gaps	Gender and Ethnic Gaps	Gender and Ethnic Gaps Activity	Work on Presentations
Week 16-Dec. 7-10	Work on Presentations; Research Paper Due (P/S)	Film Analysis Presentations	Film Analysis Presentations; All LABS DUE	Film Analysis Presentations

ENGL 1301.25D1
Composition and Rhetoric and Reading
Fall 2026 –16-week– Online

Instructor: Mylissa Bailey
Office: SS Center Front Offices
Phone: 903-885-1232

Email: mbailey@parisjc.edu

Office Hours: M/W 8:00-9:30; 1:30-3:00 T/R 7:30-8:00; 9:30-10:00; 1:30-3:00

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description

“Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis,” (Catalog).

Credits: 3 Credit Hours, 3 Hours of class each week

TSI Requirement: 340 or below; Essay 4 or higher.

Prerequisite: None

Required Textbook(s) and Materials

1. Kirsznner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Publisher MPS ISBN-9781319532345

(This book will be embedded in your Blackboard class, so you will not need to buy it.)

2. Wiesel, Elie. *Night*. Translated by Marion Wiesel, Hill and Wang, 2006.

ISBN: 978-0374399979 Free PDF:

https://www.renaissanceacademyschools.com/uploads/1/5/2/9/15294762/night_book.pdf

Dragon Now Course Material Information:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow the directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
- Flex 2 Term: 10/28/2026

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print)

materials that you have received from the virtual campus store, please return the physical material(s) before opting out. If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives

The general course goals of 1301 are to have students improve their writing abilities and increase their proficiency in critical reading and in writing nonfiction prose, with emphasis on narration, exposition, and persuasion.

Foundational Component Area:

Communication Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluation

This course will consist of five (5) core essays. These are essential to this course and must be completed. You may revise your essays throughout the semester. Please follow the revision rules. Remember that writing is a process. There are several quizzes, discussions, and lab assignments that also figure into your total score. Also, if you meet certain guidelines, you can be exempt from the final exam. (See below)

Essays: This category MAY be revised (revision policy below) 60%

Description Essay
Narrative Essay
Definition Essay
Research Essay
Literary Analysis Essay
Synthesis Essay (Final Exam)

A – 100 – 90
B – 89 – 80
C – 79 – 70
D – 69 – 60
F – 59 – 0

Quiz: Revision is NOT allowed in this category. 20%

Syllabus Quiz
Formatting and MLA Quiz
Discussions #1-4
Description Practice
Narrative Reading Questions
King Arthur Quiz
Definition Outline
Logic and Fallacies Quiz
Research Outline
Research Works Cited
Analysis Outline
Novel Quiz

Lab Component 20%

Total 100%

Revision Policy:

Essays: Test Grades: (60% of the grade)

You may revise each essay up to three times to improve your grade. When submitting a revision, please highlight all changes in yellow before resubmitting your essay. Revisions that are not highlighted will not be graded. The only exception is the final exam essay, which cannot be revised after the due date. However, if you submit the final essay before the deadline, you may revise it before that cutoff.

All essays must be typed and formatted in MLA style using 12-point Times New Roman font. Essays submitted in any other format will not be accepted or graded.

If an essay is turned in late, it is subject to a 10-point deduction per day. No assignments will be accepted after they are three days late. This policy applies only to essays/test grades. *(Remember: The final exam essay can be exempt. See below)*

Grading Codes:

To provide timely feedback and help you grow as a writer, all essays will be graded using the following color-coded system:

- Yellow – Grammar mistakes
- Red – Point of view issues
- Green – Use of forbidden words (see the Week 1 folder for the list)
- Blue – Tense change issues
- RO – Run-on sentences and comma splices

This system is designed to make it easier for you to identify areas for improvement and strengthen your writing skills with each assignment.

Quiz and Discussion Grades: (20%)

Quiz grades are final and cannot be revised or retaken. Once a quiz closes, it will not be reopened, so please make sure to complete each quiz before the deadline.

I encourage you to start quizzes early and check your internet connection before beginning. Quizzes are meant to help you keep up with the course material and prepare for major assignments, so staying on schedule will make your success much easier.

English 1301 Labs (20% of the grade)

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and must be completed outside of scheduled class time. Labs must be completed by the stated due dates. There are a total of 16 lab activities. You should expect to spend about one hour per lab, for a total of approximately sixteen hours of lab work.

While the labs are not technically due until the end of the session, I've scheduled them weekly to help you stay on track. If you have a particularly busy week and miss one, you can catch up the following week without penalty. My goal is to help you avoid the stress of trying to complete all the labs at once at the end of the semester. Breaking them up week by week will make the workload much more manageable.

Lab grades are final and cannot be retaken, so please make sure to complete them before the deadline.

Exemption Rules for Final:

To be exempt from the final, a student must meet the following criteria:

- Any student who
- a.) submits all prior essays
 - b.) earns an **80 essay average**, and
 - c.) has 4 or fewer class absences

Students who do **NOT** qualify for exemption:

- Any student who
- a.) does not submit all prior essays **and/or**
 - b.) earns **an essay average less than 80** and/or
 - c.) has more than 4 absences

Non-exempt students are required to complete the final exam essay. The grade earned on this essay will replace the student's lowest essay grade, with one exception: the grade for the research paper cannot be replaced. A zero will not be dropped or replaced by the final exam essay grade. If a student qualifies for exemption but still wishes to write an essay for the final to improve their overall course average, he/she may do so. However, the final exam essay cannot be used to replace a zero.

Course Policies:

Students are expected to complete all coursework honestly and independently, using only their own knowledge and the resources permitted by the instructor. Academic integrity is essential to your success in this course and to your growth as a writer and critical thinker. For guidance on MLA formatting and citation, students are encouraged to consult the Purdue Online Writing Lab (OWL), a trusted and comprehensive resource, and the information provided in the course materials.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is *Nov 12th*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence Policy:

In accordance with the institution’s Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule: Tentative (Subject to change at instructor's discretion)

All assignments are due at 11:59 pm on the assigned due dates.

Week 1: Aug 24--28 (Let's Get Started)

Syllabus, Course Instructions, Labs

Lesson 1 – Academic Writing, Thesis, Intro, and Conclusion

Lesson 2 – MLA Formatting

Due Sunday: Syllabus Quiz

August 30th Formatting Quiz

Week 2: August 31 – Sept 4 (Description)

Lesson 3 – Pre-Writing and Grammar

Lesson 4 – Descriptive Writing

Read: Description Examples

Due Sunday: Labs: Pretest

Sept 6th Discussion #1

Reading Novel: Needs to be finished by the start of week 12

Week 3: Sept 7 - 11 (Description)

Due Sunday: Descriptive Essay

Sept 13th Labs: Writing Process

Reading Novel: Need to be finished by the start of week 12

Week 4: Sept 14 -18 (Narrative Essay)

Lesson 5 – Narrative Writing, Establishing a story arc

Read Narrative Essay Example #1 and #2

Due Sunday: Narrative Reading Questions

Sept 20th Labs: Thesis Statements, Parallelism

Reading Novel: Need to be finished by the start of week 12

Week 5: Sept 21--25 (Narrative Essay)

Due Sunday: Narrative Essay

Sept 27th No Labs this week

Reading Novel: Needs to be finished by the start of week 12

Week 6: Sept 28—Oct 2 (King Arthur Legends)

Lesson 6 – Background information on King Arthur

Due Sunday: Arthur Legends Reading Quiz

Oct 4th Discussion #2

Labs: Topic Sentence, Clause Structure

Reading Novel: Needs to be finished by the start of week 12

Week 7: Oct 5--9 (King Arthur Legends)

Lesson 7 – Definition Essay

Due Sunday: Definition Essay Outline

Oct 11th Labs: Sentence Types, Combining Sentences

Week 8: Oct 12-16 (Definition Essay)

Due Sunday: Definition Essay
Oct 18th No Labs this week

Week 9: Oct 19-23 (Introduction to Research)

Lesson 8 – Research/Argument
Lesson 9 – Logic and Fallacies, Argumentation
Read: Non-Fiction Essays #1, #2, #3, #4

Due Sunday: Logic and Fallacy Quiz
Oct 25th Discussion #3 and #4
Labs: Subject/Verb, Italics and Quotation Marks

Week 10: Oct 26-30 (Research/Argument)

Lesson 10 – MLA Citation Methods

Due Sunday: Research Outline
Nov 1st Works Cited
Labs: Comma Placement, Use of Capitals

Week 11: Nov 2-6 (Research/Argument)

Due Sunday: Research Essay
Nov 8th No Labs this week

Week 12: Nov 9-13 (Novel Study/Analysis)

Lesson 11 – “Night” by Eli Wiesel - Novel Lecture

Due Sunday: Novel Quiz
Nov 15th Labs: Audience

Week 13: Nov 16-21 (Novel Study/Analysis)

Due Sunday: Lesson 21 – Analysis Essay over Novel
Nov 22nd Analysis Outline
Labs: Responding Critically, Verbs

Week 14: Nov 23-27 (Novel Study/Analysis)

Due Sunday: Analysis Essay (Timed Writing Online)
Nov 29th Labs: Final Grammar Quiz

Week 15: Nov 30 – Dec 4 (Labs and Revisions)

Due Sunday: Finish Revisions and Labs This Week
Dec 6th

Week 16: Dec 7-10 (Reflection)

Lesson 13: Synthesis Essay (Reflection)

Due Sunday: Final Exam Due Dec 8th by 11:59 pm
Dec 8th

Final Exam is due TUESDAY, Dec 8th by 11:59 pm

ENGL 1301.25D2
Composition and Rhetoric and Reading
Fall 2026 –16-week– Online

Instructor: Mylissa Bailey
Office: SS Center Front Offices
Phone: 903-885-1232
Email: mbailey@parisjc.edu

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Office Hours: M/W 8:00-9:30; 1:30-3:00 T/R 7:30-8:00; 9:30-10:00; 1:30-3:00

Course Description

“Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis,” (Catalog).

Credits: 3 Credit Hours, 3 Hours of class each week

TSI Requirement: 340 or below; Essay 4 or higher.

Prerequisite: None

Required Textbook(s) and Materials

1. Kirsznar, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Publisher MPS ISBN-9781319532345
(This book will be embedded in your Blackboard class, so you will not need to buy it.)
2. Wiesel, Elie. *Night*. Translated by Marion Wiesel, Hill and Wang, 2006.

ISBN: 978-0374399979 Free PDF:

https://www.renaissanceacademyschools.com/uploads/1/5/2/9/15294762/night_book.pdf

Dragon Now Course Material Information:

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For this course, we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow the directions in the email to access your virtual bookshelf.

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- Fall Main & Flex 1 Term: 9/11/2026
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materials that you have received from the virtual campus store, please return the physical material(s) before opting out. If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives

The general course goals of 1301 are to have students improve their writing abilities and increase their proficiency in critical reading and in writing nonfiction prose, with emphasis on narration, exposition, and persuasion.

Foundational Component Area:

Communication Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluation

This course will consist of five (5) core essays. These are essential to this course and must be completed. You may revise your essays throughout the semester. Please follow the revision rules. Remember that writing is a process. There are several quizzes, discussions, and lab assignments that also figure into your total score. Also, if you meet certain guidelines, you can be exempt from the final exam. (See below)

Essays: This category MAY be revised (revision policy below) 60%

Description Essay
Narrative Essay
Definition Essay
Research Essay
Literary Analysis Essay
Synthesis Essay (Final Exam)

A – 100 – 90
B – 89 – 80
C – 79 – 70
D – 69 – 60
F – 59 – 0

Quiz: Revision is NOT allowed in this category. 20%

Syllabus Quiz
Formatting and MLA Quiz
Discussions #1-4
Description Practice
Narrative Reading Questions
King Arthur Quiz
Definition Outline
Logic and Fallacies Quiz
Research Outline
Research Works Cited
Analysis Outline
Novel Quiz

Lab Component 20%

Total 100%

Revision Policy:

Essays: Test Grades: (60% of the grade)

You may revise each essay up to three times to improve your grade. When submitting a revision, please highlight all changes in yellow before resubmitting your essay. Revisions that are not highlighted will not be graded. The only exception is the final exam essay, which cannot be revised after the due date. However, if you submit the final essay before the deadline, you may revise it before that cutoff.

All essays must be typed and formatted in MLA style using 12-point Times New Roman font. Essays submitted in any other format will not be accepted or graded.

If an essay is turned in late, it is subject to a 10-point deduction per day. No assignments will be accepted after they are three days late. This policy applies only to essays/test grades. *(Remember: The final exam essay can be exempt. See below)*

Grading Codes:

To provide timely feedback and help you grow as a writer, all essays will be graded using the following color-coded system:

- Yellow – Grammar mistakes
- Red – Point of view issues
- Green – Use of forbidden words (see the Week 1 folder for the list)
- Blue – Tense change issues
- RO – Run-on sentences and comma splices

This system is designed to make it easier for you to identify areas for improvement and strengthen your writing skills with each assignment.

Quiz and Discussion Grades: (20%)

Quiz grades are final and cannot be revised or retaken. Once a quiz closes, it will not be reopened, so please make sure to complete each quiz before the deadline.

I encourage you to start quizzes early and check your internet connection before beginning. Quizzes are meant to help you keep up with the course material and prepare for major assignments, so staying on schedule will make your success much easier.

English 1301 Labs (20% of the grade)

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and must be completed outside of scheduled class time. Labs must be completed by the stated due dates. There are a total of 16 lab activities. You should expect to spend about one hour per lab, for a total of approximately sixteen hours of lab work.

While the labs are not technically due until the end of the session, I've scheduled them weekly to help you stay on track. If you have a particularly busy week and miss one, you can catch up the following week without penalty. My goal is to help you avoid the stress of trying to complete all the labs at once at the end of the semester. Breaking them up week by week will make the workload much more manageable.

Lab grades are final and cannot be retaken, so please make sure to complete them before the deadline.

Exemption Rules for Final:

To be exempt from the final, a student must meet the following criteria:

- Any student who
- a.) submits all prior essays
 - b.) earns an **80 essay average**, and
 - c.) has 4 or fewer class absences

Students who do **NOT** qualify for exemption:

- Any student who
- a.) does not submit all prior essays **and/or**
 - b.) earns **an essay average less than 80** and/or
 - c.) has more than 4 absences

Non-exempt students are required to complete the final exam essay. The grade earned on this essay will replace the student's lowest essay grade, with one exception: the grade for the research paper cannot be replaced. A zero will not be dropped or replaced by the final exam essay grade. If a student qualifies for exemption but still wishes to write an essay for the final to improve their overall course average, he/she may do so. However, the final exam essay cannot be used to replace a zero.

Course Policies:

Students are expected to complete all coursework honestly and independently, using only their own knowledge and the resources permitted by the instructor. Academic integrity is essential to your success in this course and to your growth as a writer and critical thinker. For guidance on MLA formatting and citation, students are encouraged to consult the Purdue Online Writing Lab (OWL), a trusted and comprehensive resource, and the information provided in the course materials.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is *Nov 12th*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence Policy:

In accordance with the institution’s Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be informed of the change by an announcement in Blackboard.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule: Tentative (Subject to change at instructor's discretion)

All assignments are due at 11:59 pm on the assigned due dates.

Week 1: Aug 24--28 (Let's Get Started)

Syllabus, Course Instructions, Labs

Lesson 1 – Academic Writing, Thesis, Intro, and Conclusion

Lesson 2 – MLA Formatting

Due Sunday: Syllabus Quiz

August 30th Formatting Quiz

Week 2: August 31 – Sept 4 (Description)

Lesson 3 – Pre-Writing and Grammar

Lesson 4 – Descriptive Writing

Read: Description Examples

Due Sunday: Labs: Pretest

Sept 6th Discussion #1

Reading Novel: Needs to be finished by the start of week 12

Week 3: Sept 7 - 11 (Description)

Due Sunday: Descriptive Essay

Sept 13th Labs: Writing Process

Reading Novel: Need to be finished by the start of week 12

Week 4: Sept 14 -18 (Narrative Essay)

Lesson 5 – Narrative Writing, Establishing a story arc

Read Narrative Essay Example #1 and #2

Due Sunday: Narrative Reading Questions

Sept 20th Labs: Thesis Statements, Parallelism

Reading Novel: Need to be finished by the start of week 12

Week 5: Sept 21--25 (Narrative Essay)

Due Sunday: Narrative Essay

Sept 27th No Labs this week

Reading Novel: Needs to be finished by the start of week 12

Week 6: Sept 28—Oct 2 (King Arthur Legends)

Lesson 6 – Background information on King Arthur

Due Sunday: Arthur Legends Reading Quiz

Oct 4th Discussion #2

Labs: Topic Sentence, Clause Structure

Reading Novel: Needs to be finished by the start of week 12

Week 7: Oct 5--9 (King Arthur Legends)

Lesson 7 – Definition Essay

Due Sunday: Definition Essay Outline

Oct 11th Labs: Sentence Types, Combining Sentences

Week 8: Oct 12-16 (Definition Essay)

Due Sunday: Definition Essay
Oct 18th No Labs this week

Week 9: Oct 19-23 (Introduction to Research)

Lesson 8 – Research/Argument
Lesson 9 – Logic and Fallacies, Argumentation
Read: Non-Fiction Essays #1, #2, #3, #4

Due Sunday: Logic and Fallacy Quiz
Oct 25th Discussion #3 and #4
Labs: Subject/Verb, Italics and Quotation Marks

Week 10: Oct 26-30 (Research/Argument)

Lesson 10 – MLA Citation Methods

Due Sunday: Research Outline
Nov 1st Works Cited
Labs: Comma Placement, Use of Capitals

Week 11: Nov 2-6 (Research/Argument)

Due Sunday: Research Essay
Nov 8th No Labs this week

Week 12: Nov 9-13 (Novel Study/Analysis)

Lesson 11 – “Night” by Eli Wiesel - Novel Lecture

Due Sunday: Novel Quiz
Nov 15th Labs: Audience

Week 13: Nov 16-21 (Novel Study/Analysis)

Due Sunday: Lesson 21 – Analysis Essay over Novel
Nov 22nd Analysis Outline
Labs: Responding Critically, Verbs

Week 14: Nov 23-27 (Novel Study/Analysis)

Due Sunday: Analysis Essay (Timed Writing Online)
Nov 29th Labs: Final Grammar Quiz

Week 15: Nov 30 – Dec 4 (Labs and Revisions)

Due Sunday: Finish Revisions and Labs This Week
Dec 6th

Week 16: Dec 7-10 (Reflection)

Lesson 13: Synthesis Essay (Reflection)

Due Sunday: Final Exam Due Dec 8th by 11:59 pm
Dec 8th

Final Exam is due TUESDAY, Dec 8th by 11:59 pm

ENGL 1301.25D3
Composition and Rhetoric and Reading
Fall 2026 –16-week– Online

Instructor: Mylissa Bailey
Office: SS Center Front Offices
Phone: 903-885-1232
Email: mbailey@parisjc.edu

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Office Hours: M/W 8:00-9:30; 1:30-3:00 T/R 7:30-8:00; 9:30-10:00; 1:30-3:00

Course Description

“Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis,” (Catalog).

Credits: 3 Credit Hours, 3 Hours of class each week

TSI Requirement: 340 or below; Essay 4 or higher.

Prerequisite: None

Required Textbook(s) and Materials

1. Kirsznner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Publisher MPS ISBN-9781319532345
(This book will be embedded in your Blackboard class, so you will not need to buy it.)
2. Wiesel, Elie. *Night*. Translated by Marion Wiesel, Hill and Wang, 2006.

ISBN: 978-0374399979 Free PDF:

https://www.renaissanceacademyschools.com/uploads/1/5/2/9/15294762/night_book.pdf

Dragon Now Course Material Information:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow the directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
- Flex 2 Term: 10/28/2026

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print)

materials that you have received from the virtual campus store, please return the physical material(s) before opting out. If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives

The general course goals of 1301 are to have students improve their writing abilities and increase their proficiency in critical reading and in writing nonfiction prose, with emphasis on narration, exposition, and persuasion.

Foundational Component Area:

Communication Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluation

This course will consist of five (5) core essays. These are essential to this course and must be completed. You may revise your essays throughout the semester. Please follow the revision rules. Remember that writing is a process. There are several quizzes, discussions, and lab assignments that also figure into your total score. Also, if you meet certain guidelines, you can be exempt from the final exam. (See below)

Essays: This category MAY be revised (revision policy below) 60%

Description Essay
Narrative Essay
Definition Essay
Research Essay
Literary Analysis Essay
Synthesis Essay (Final Exam)

A – 100 – 90
B – 89 – 80
C – 79 – 70
D – 69 – 60
F – 59 – 0

Quiz: Revision is NOT allowed in this category. 20%

Syllabus Quiz
Formatting and MLA Quiz
Discussions #1-4
Description Practice
Narrative Reading Questions
King Arthur Quiz
Definition Outline
Logic and Fallacies Quiz
Research Outline
Research Works Cited
Analysis Outline
Novel Quiz

Lab Component 20%

Total 100%

Revision Policy:

Essays: Test Grades: (60% of the grade)

You may revise each essay up to three times to improve your grade. When submitting a revision, please highlight all changes in yellow before resubmitting your essay. Revisions that are not highlighted will not be graded. The only exception is the final exam essay, which cannot be revised after the due date. However, if you submit the final essay before the deadline, you may revise it before that cutoff.

All essays must be typed and formatted in MLA style using 12-point Times New Roman font. Essays submitted in any other format will not be accepted or graded.

If an essay is turned in late, it is subject to a 10-point deduction per day. No assignments will be accepted after they are three days late. This policy applies only to essays/test grades. *(Remember: The final exam essay can be exempt. See below)*

Grading Codes:

To provide timely feedback and help you grow as a writer, all essays will be graded using the following color-coded system:

- Yellow – Grammar mistakes
- Red – Point of view issues
- Green – Use of forbidden words (see the Week 1 folder for the list)
- Blue – Tense change issues
- RO – Run-on sentences and comma splices

This system is designed to make it easier for you to identify areas for improvement and strengthen your writing skills with each assignment.

Quiz and Discussion Grades: (20%)

Quiz grades are final and cannot be revised or retaken. Once a quiz closes, it will not be reopened, so please make sure to complete each quiz before the deadline.

I encourage you to start quizzes early and check your internet connection before beginning. Quizzes are meant to help you keep up with the course material and prepare for major assignments, so staying on schedule will make your success much easier.

English 1301 Labs (20% of the grade)

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and must be completed outside of scheduled class time. Labs must be completed by the stated due dates. There are a total of 16 lab activities. You should expect to spend about one hour per lab, for a total of approximately sixteen hours of lab work.

While the labs are not technically due until the end of the session, I've scheduled them weekly to help you stay on track. If you have a particularly busy week and miss one, you can catch up the following week without penalty. My goal is to help you avoid the stress of trying to complete all the labs at once at the end of the semester. Breaking them up week by week will make the workload much more manageable.

Lab grades are final and cannot be retaken, so please make sure to complete them before the deadline.

Exemption Rules for Final:

To be exempt from the final, a student must meet the following criteria:

- Any student who
- a.) submits all prior essays
 - b.) earns an **80 essay average**, and
 - c.) has 4 or fewer class absences

Students who do **NOT** qualify for exemption:

- Any student who
- a.) does not submit all prior essays **and/or**
 - b.) earns **an essay average less than 80** and/or
 - c.) has more than 4 absences

Non-exempt students are required to complete the final exam essay. The grade earned on this essay will replace the student's lowest essay grade, with one exception: the grade for the research paper cannot be replaced. A zero will not be dropped or replaced by the final exam essay grade. If a student qualifies for exemption but still wishes to write an essay for the final to improve their overall course average, he/she may do so. However, the final exam essay cannot be used to replace a zero.

Course Policies:

Students are expected to complete all coursework honestly and independently, using only their own knowledge and the resources permitted by the instructor. Academic integrity is essential to your success in this course and to your growth as a writer and critical thinker. For guidance on MLA formatting and citation, students are encouraged to consult the Purdue Online Writing Lab (OWL), a trusted and comprehensive resource, and the information provided in the course materials.

Class Attendance:

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1. Your symptoms are getting better overall, and
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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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Course Schedule: Tentative (Subject to change at instructor's discretion)

All assignments are due at 11:59 pm on the assigned due dates.

Week 1: Aug 24--28 (Let's Get Started)

Syllabus, Course Instructions, Labs

Lesson 1 – Academic Writing, Thesis, Intro, and Conclusion

Lesson 2 – MLA Formatting

Due Sunday: Syllabus Quiz

August 30th Formatting Quiz

Week 2: August 31 – Sept 4 (Description)

Lesson 3 – Pre-Writing and Grammar

Lesson 4 – Descriptive Writing

Read: Description Examples

Due Sunday: Labs: Pretest

Sept 6th Discussion #1

Reading Novel: Needs to be finished by the start of week 12

Week 3: Sept 7 - 11 (Description)

Due Sunday: Descriptive Essay

Sept 13th Labs: Writing Process

Reading Novel: Need to be finished by the start of week 12

Week 4: Sept 14 -18 (Narrative Essay)

Lesson 5 – Narrative Writing, Establishing a story arc

Read Narrative Essay Example #1 and #2

Due Sunday: Narrative Reading Questions

Sept 20th Labs: Thesis Statements, Parallelism

Reading Novel: Need to be finished by the start of week 12

Week 5: Sept 21--25 (Narrative Essay)

Due Sunday: Narrative Essay

Sept 27th No Labs this week

Reading Novel: Needs to be finished by the start of week 12

Week 6: Sept 28—Oct 2 (King Arthur Legends)

Lesson 6 – Background information on King Arthur

Due Sunday: Arthur Legends Reading Quiz

Oct 4th Discussion #2

Labs: Topic Sentence, Clause Structure

Reading Novel: Needs to be finished by the start of week 12

Week 7: Oct 5--9 (King Arthur Legends)

Lesson 7 – Definition Essay

Due Sunday: Definition Essay Outline

Oct 11th Labs: Sentence Types, Combining Sentences

Week 8: Oct 12-16 (Definition Essay)

Due Sunday: Definition Essay
Oct 18th No Labs this week

Week 9: Oct 19-23 (Introduction to Research)

Lesson 8 – Research/Argument
Lesson 9 – Logic and Fallacies, Argumentation
Read: Non-Fiction Essays #1, #2, #3, #4

Due Sunday: Logic and Fallacy Quiz
Oct 25th Discussion #3 and #4
Labs: Subject/Verb, Italics and Quotation Marks

Week 10: Oct 26-30 (Research/Argument)

Lesson 10 – MLA Citation Methods

Due Sunday: Research Outline
Nov 1st Works Cited
Labs: Comma Placement, Use of Capitals

Week 11: Nov 2-6 (Research/Argument)

Due Sunday: Research Essay
Nov 8th No Labs this week

Week 12: Nov 9-13 (Novel Study/Analysis)

Lesson 11 – “Night” by Eli Wiesel - Novel Lecture

Due Sunday: Novel Quiz
Nov 15th Labs: Audience

Week 13: Nov 16-21 (Novel Study/Analysis)

Due Sunday: Lesson 21 – Analysis Essay over Novel
Nov 22nd Analysis Outline
Labs: Responding Critically, Verbs

Week 14: Nov 23-27 (Novel Study/Analysis)

Due Sunday: Analysis Essay (Timed Writing Online)
Nov 29th Labs: Final Grammar Quiz

Week 15: Nov 30 – Dec 4 (Labs and Revisions)

Due Sunday: Finish Revisions and Labs This Week
Dec 6th

Week 16: Dec 7-10 (Reflection)

Lesson 13: Synthesis Essay (Reflection)

Due Sunday: Final Exam Due Dec 8th by 11:59 pm
Dec 8th

Final Exam is due TUESDAY, Dec 8th by 11:59 pm

English 1301.690
Composition & Rhetoric I
Fall 2026

Instructor: Rita Petty
Office: Room 307, Cumby H.S.
Phone: 903-994-2260
Email: rpetty@parisjc.edu
Office Hours: 7:30-7:50 a.m.

Meeting Location: Room 307, Cumby H.S.
Meeting Days: MTuWThF
Meeting Times: 9:25-10:12 a.m.

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Credits: Three credit hours

TSI Requirement: Reading, 340+; Writing, 4 or above

Prerequisite(s): Based on admission information

Required Textbook(s) and Materials:

Kirsznner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Bedford/St. Martin's, 2024, ISBN: 9781319411817

Fiction Novel, *Lord of the Flies* by George Orwell, Provided by Cumby Collegiate High School

Course Goals and Objectives:

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.

2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Schedule: The course schedule will include lectures, assigned readings, lab exercises, in-class notes and assignments, quizzes, tests, presentations, reading responses, major compositions, discussions, and research essays. Lab exercises are due each week, until completed. The course format will be face-to-face. A comprehensive schedule is at the end of this syllabus.

- Week 1: **The Writing Process**
- Week 2: **Narration and Description**
- Week 3: **Cause and Effect Writing**
- Week 4: **MLA Style & Documentation**
- Week 5: **Effective Paragraph and Essay Development**
- Week 6: **Reading and Analyzing a Novel**
- Week 7: **Writing Definition**
- Week 8: **Critical Reading to Write**
- Week 9: **Writing Argument**
- Week 10: **Research and Documentation**
- Week 11: **Writers' Workshop**
- Week 12: **Avoiding Plagiarism**
- Week 13: **Writing and Research**
- Week 14: **Compare and Contrast**
- Week 15: **Presenting Group Projects and Course Reflection**
- Week 16: **Review and Final Exam**

Course Requirements and Evaluation:

Grading - Letter Grades/Numeric Grades

A=90-100 B=80-89 C=70-79 D=60-69 F=0-59

Essays (3 essays)	30%
Documented Research Essay (required to pass)	15%
Lab Exercises	15%
Quizzes	10%
Daily work, Discussion, & Participation	5%
Mid-semester Exam	5%
Group Project on novel	10%
Final Exam (exam and 5 th essay)	10%

Total:

100%

Grading Notes: The final exam and the documented argumentation essay are required; failure to complete either one will result in failure for the course. Grading rubrics for the essays will be provided in class

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies: Course Policies:

- All essays and writing assignments will be due in printed form in class on the due date. Final drafts for major essays must be submitted electronically in Blackboard by 11:59 p.m. on the due date.
- All essays will be written in the class journal in handwriting and will be the first draft grade.
- A late paper will receive a five point deduction per day (including non-class days) and will not be accepted more than one week late. Do not take a tardy or absence to finish a paper for peer review or to turn in a major assignment.
- Essays must be written in Word and submitted to Safe Assign. No links to an essay or PDFs will be accepted.
- Assignments that do not meet minimum length are not considered valid submissions. To be graded, essays must be minimum length or the paper will be declined. A declined essay must be completed and resubmitted within a day to avoid more penalties.
- If sources are required for the assignment, printed copies with the quotations highlighted may also be required.
- The Documented Argument Research paper is required to pass the course.
- Some essays may require an outline, which will be graded.
- If absent from class, email the paper to the instructor to avoid being late; then, submit the completed essay in Blackboard.
- A paper with required research that is submitted without a Works Cited page (MLA), and/or without parenthetical (in-text) citations will not be accepted until the requirement is met. The correction must be made in one day.
- Quotations without correct documentation constitute plagiarism.
- **Technology:** Computer problems or school activities do not excuse when an assignment is due. This is why assignments should not be put off until near the deadline.

Peer Reviews: At least two peers must proofread and offer suggestions to the rough drafts of papers. The two reviewers must sign the essay, and grades may be taken on

the quality of the peer reviewing. Grades will be taken by having the essay ready for peer reviews and will be counted with reading quizzes.

Readings and Quizzes: On required readings, announced or unannounced quizzes may be given. After reading a few chapters in class, the chosen novel will be read outside of class and regular quizzes will be given, as well as a final test on the whole book.

Group Project: Groups will be assigned specific topics to explore and will be given individual roles to complete within the group. The presentation will link to the major novel read by the class.

Daily work and participation: Written responses to reading will be required to prepare for class discussion. Notes may be required as a daily activity, as well as analysis questions to answer. During class, participation in discussions is required as a part of the daily grade.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is November 12, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Course Specific AI Policy

Students in ENGL 1301.690 will be required to sign a commitment form stating that the content of their work is original and they will follow the policies stated in this syllabus.

PJC English Courses AI Policy

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

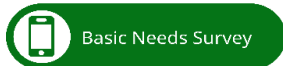
1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below. Students will be emailed with changes and face-to-face courses will be informed in class.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Aug. 24-28	The Writing Process	“My Mother Never Worked” - Reflection “The Lottery” Assign Essay #1-Descriptive Narrative Labs Pre-test
Aug. 31-Sept, 4	Narration Description	“Shooting an Elephant” and questions Lab Exercises Essay #1-Peer Review
Sept. 7-11	Cause and Effect	Reading: “A Peaceful Woman Explains Why She Carries a Gun” Lab Exercises First Draft of Essay #1 Due Sept. 7 Final Typed Draft of Essay #1 Due Sept 10 Assign Essay #2 – Cause and Effect
Sept. 14-18	MLA Style and Documentation	Reading: “The Internet: How Words Can Unite or Divide Us” MLA format, in-text citations, references Using databases for research Lab exercises
Sept. 21-25	Effective Paragraph and Essay Development	Essay #2 Peer Review-Cause and Effect-Due 24 Lecture/Studies: Developing ideas, Sentence Fragments, Comma Splices, and Fused Sentences, and Use of Transitions
Sept. 28-Oct. 2	Reading and Analyzing a Novel	Begin reading <i>Lord of the Flies</i> and Study Guide Final draft of Essay #2 Due Sept. 29
Oct.5-9	Writing Extended Definitions	Readings: “I Want a Wife” and “Tortillas” Continue novel study. Assign Essay #3 – Extended Definition - Oct. 5
Oct. 12-16	Critical Reading to Write	Review for Mid-semester Exam. Mid-term Exam On-going: Read novel Essay #3, Definition, is due for peer review- October 15 First draft is due October 16
Oct. 19-23	Writing Argument	Final draft of Essay #3-Due Oct. 20 Argument and counterargument Giving evidence for support Continue Lab Exercises Read the novel.

		Assign Essay #4 – Oct. 19
Oct. 26-30	Research and Documentation	Readings: “Making the Rich Pay More to Care for the Poor is Common Sense” and “No, the Rick Don’t Get Rich at the Expense of the Poor” Complete the reading of the novel and study guide. Conduct research for the essay.
Nov. 2-6	Writers’ Workshop	
Nov. 9-13	Avoiding Plagiarism Writing and Research	Essay #4-Peer Review Nov. 10 Essay #4-Argument Research Essay First Draft -Due Nov. 13 Research for essay
Nov. 16-20	Writing Compare and Contrast	Assign Group Projects from Novel Complete Online Labs Essay#4 – Research Essay Due Nov. 19-Final Draft
Nov. 23-27	Holiday Week	No classes. Ongoing assignments.
Nov. 30-Dec. 4	Group Project and Course Reflection	Present group projects.
Dec. 7-10	Review & Final Exam	Final Exam. Essay #5-Compare and Contrast

English 1302. 50J0
Composition II (Sulphur Springs Campus)
Fall B - 2026

Instructor: Mylissa Bailey
Office: SS Center Front Offices
Phone: 903-885-1232
Email: mbailey@parisjc.edu

Meeting Location: Room 223
Meeting Days: Tues/Thurs
Meeting Times: 8:00-9:15

Office Hours: M/W 8:00-9:30; 1:30-3:00 T/R 7:30-8:00; 9:30-10:00; 1:30-3:00

Course Description:

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Required Course Materials

Schilb, John and John Clifford. Arguing about Literature: A Guide and Reader, 4th ed. Bedford/St. Martin's, 2020. ISBN: 9781319532048

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext noreply@kortext.com, with a link to access your account. Please follow the directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
- Flex 2 Term: 10/28/2026
- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (ENGL 1302 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

Course Requirements and Evaluation:

The focus of this course is on fiction (short story, poetry, drama); literary analysis/criticism; research; MLA documentation. Four (4) essays, labs, and assignments.

Essays (4)	60%	A – 100 – 90 B – 89 – 80 C – 79 – 70 D – 69 – 60 F – 59 – 0
Literary Analysis		
Research Argument		
Critical Evaluation		
Synthesis (Final)		
Grammar/Writing Labs	20%	
Quiz and Assignments	20%	

Total	100%	

Blackboard Announcements:

Students are responsible for all information posted in the Blackboard course announcements. This is my primary way of communicating with you in real-time and making any necessary updates or adjustments. Announcements may include important reminders, whole-class feedback, and suggestions to help you improve your writing assignments and overall grades. Be sure to read them carefully.

Revision Policy:

Essays: Test Grades: (60% of the grade)

You may revise each essay TWICE to improve your grade. When submitting a revision, please highlight all changes in yellow before resubmitting your essay. Revisions that are not highlighted will not be graded. The only exception is the final exam essay, which cannot be revised after the due date. However, if you submit the final essay before the deadline, you may revise it before that cutoff.

All essays must be typed and formatted in MLA style using 12-point Times New Roman font. Essays submitted in any other format will not be graded.

If an essay is turned in late, it is subject to a 10-point deduction per day. No assignments will be accepted after they are three days late. This policy applies only to essays/test grades.

(Remember: The final exam essay can be exempt. See below)

Grading Codes:

To provide timely feedback and help you grow as a writer, all essays will be graded using the following color-coded system:

- Yellow – Grammar mistakes
- Red – Point of view issues
- Green – Use of forbidden words (see the Week 1 folder for the list)
- Blue – Tense change issues
- RO – Run-on Sentence and Comma Splice

This system is designed to make it easier for you to identify areas for improvement and strengthen your writing skills with each assignment.

Quiz Grades: (20%)

Quiz grades are final and cannot be revised or retaken. Once a quiz closes, it will not be reopened, so please make sure to complete each quiz before the deadline.

I encourage you to start quizzes early and check your internet connection before beginning.

Quizzes are meant to help you keep up with the course material and prepare for major assignments, so staying on schedule will make your success much easier.

English 1301 Labs (20% of the grade)

Online lab assignments are a required component for all ENGL 1302 students at Paris Junior College and must be completed outside of scheduled class time. Labs must be completed by the required due dates. There are a total of 15 lab activities and two diagnostic tests. You should plan to spend about one hour per lab, approximately sixteen hours of lab work.

While the labs are not technically due until the end of the session, I've scheduled them weekly to help you stay on track. If you have a busy week and miss one, you can catch up the following week without penalty. My goal is to help you avoid the stress of trying to complete all the labs at once at the end of the semester. Breaking them up week by week will make the workload much more manageable.

Lab grades are final and cannot be retaken, so please complete them before the deadline.

Submitting Assignments:

All assignments must be submitted as a Word document or Google Doc and attached to the assignment. I am unable to read or grade assignments submitted in any other format: links or references written directly in the assignment box. No major essay in the test grade category will be graded unless it is formatted this way.

How to submit: Make sure the assignment is saved on your computer, then attach it to the assignment when submitting.

Important: Incorrectly submitted assignments will count as one of your five attempts to revise.

Exemption Rules for Final:

To be exempt from the final, a student must meet the following criteria:

Any student who a.) submits all prior essays,
b.) earns an **80 essay average**, and

Students who do **NOT** qualify for exemption:

Any student who a.) does not submit all prior essays **and/or**
b.) earns **an essay average less than 80 and/or**

Non-exempt students are required to complete the final exam essay. The grade earned on this essay will replace the student's lowest essay grade, with one exception: the grade for the research paper cannot be replaced. If a student qualifies for exemption but still wishes to write an essay for the final to improve overall course average, he/she may do so.

Course Policies

Students are expected to complete all coursework honestly and independently, using only their own knowledge and the resources permitted by the instructor. Academic integrity is essential to your success in this course and to your growth as a writer and critical thinker. For guidance on MLA formatting and citation, students are encouraged to consult the **Purdue Online Writing Lab (OWL)**, a trusted and comprehensive resource, and the information provided in the course materials.

Class Attendance

Class attendance is critical for the successful completion of this course. For online courses, students must complete work promptly and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "**W**" is **Nov 24th**.

Class Conduct

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Artificial Intelligence Policy:

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Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic status, financial aid, billing, registration, and campus alerts will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The college is not responsible for missing communications due to a student's failure to check their official email account.

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1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be informed of the change in a Blackboard announcement.

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*****All Assignments are due at 11:59 on their assigned due date*****

Week 1: Oct 19-23

Review syllabus, Revisions Policy. Attendance Policy, Exemption Policy
Lesson 1 – Academic Writing and MLA Formatting
Lesson 2 – Poetry and Poetics Notes
Textbook Reading: Poetry pages 148-150

Due Oct 27 Syllabus Quiz
Lab - Pre-Test

Week 2: Oct 26-30 (Poetry)

Read Before Class: “Stopping by Woods on a Snowy Evening”
Read Before Class: “To My Dear and Loving Husband”
Read Before Class: “Upon the Burning of my House”

Lesson 3 – Poetry in Pop Culture
Lesson 4 – Critical Evaluation Essay

Due Nov 3 Critical Evaluation Essay: Poetry
Poetry Quiz
Lab – Academic Writing
Lab – Essay Organization
Lab – Thesis Statement
Lab – Sentence Structure

Week 3: Nov 2-6 (Research and Argument)

Lesson 5 – Research and Argumentation Essay
Lesson 6 – Research Outline
Textbook Reading: Writing about Research pages 175-198; 265-268

Due Nov 10 Research Outline

- Lab – Transitions
- Lab – Parallelism
- Lab – Evaluating Source
- Lab – Outline

Week 4: Nov 9-13 (Research and Argument)

Lesson 7 - Works Cited
Research Workshop
Textbook Reading: MLA Format Page 185-194

Due Nov17 Research and Argumentation Essay
 Lab – Library Access
 Lab – Plagiarism and Documentation

Week 5: Nov 16-20 (Short Stories and Literary Analysis)

Lesson 8 – Introduction to Short Stories

Textbook Reading: Short Story information pages 72-93; 123-137

Read Before Class: “A Rose for Emily” and “A&P” (In the “Short Story” Folder)

Read Before Class: “Killings” and “Warn Path” (In the “Short Story” Folder)

Due Nov 24 Discussion Board #1
Discussion Board #2
Short Story Quiz
Lab – MLA Format
Lab – MLA Documentation
Lab – Paragraph Unity and Cohesion
Lab – Editing and Proofing

Week 6: Nov 23-27 (Short Stories and Literary Analysis)

Lesson 9 – Literary Analysis Essay

Read In Class: “Trifles” Page 732 in the textbook (In the “Drama” Folder)

Due Dec 1 Literary Analysis Essay: Short Stories
Lab – Post-Test
ALL Labs are Due SUNDAY Dec 6th at 11:59 pm

Week 7: Nov 30-Dec 4 Drama and Revisions

Lesson 10 – Encountering Drama

Lesson 11 – Synthesis Essay - Final

Textbook Reading Drama: Pages 165-172; 145-147

Read/Discussion: “Trifles” Page 732 in the textbook (In the Drama Folder)

Writer’s/Revision Workshop

Due Feb 27th “Trifles” Reading Quiz
Last Day to Turn in Revisions: Dec 6th at 11:59 pm
ALL Labs are Due SUNDAY Dec 6th at 11:59 pm

Week 8: Dec 7-10

Discuss Final Exam: Synthesis Essay

Due Dec 8th: Final Exam - Personal Synthesis Essay

******All Assignments are due at 11:59 on their assigned due date.******

**English 2322.84A0
British Literature
Fall 2026**

Instructor: Dr. Melisa Ward
Office: By appointment
Phone: 903-356-1600
E-mail: mward@parisjc.edu

Meeting Location: 1305
Meeting Days: M-Thurs.
Meeting Times: 8:28-9:23

Course Description: A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Credits: 3 SCHs

TSI Requirement: Reading, 340 +; Writing, 4 or above Prerequisite(s): Students must have successfully completed English 1301 or approved equivalents.

Required Textbook(s) and Materials:

Textbooks:

Greenblatt, Stephen, eds. et al. *The Norton Anthology of English Literature: Major Authors*, 9th ed. New York: Norton, 2013. ISBN#: 978-0-393-91963-9.

Defoe, Daniel. *The Adventures of Robinson Crusoe*. 1719. Sovereign, 2012. [Link to book.](#)

Your textbook can be found under the “My Materials” tab in the course shell.

Any MLA style book or online source, like Purdue Owl MLA site:

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital **eBook accessed through the My Materials link in Blackboard**. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below **by:**

- **Fall Main & Flex 1 Term: 9/11/2026**
- **Flex 2 Term: 10/28/2026**

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.

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Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Required Assignment:

A research paper following MLA guidelines. Ensure your work aligns with the criteria outlined in the assessment rubric. Submit via Blackboard and save your paper as a Word document. Do not save as a pdf. Do not email it to me. Do not submit through Google or as a Google doc. I cannot access them via Blackboard or through PJC's LMS.

Course Goals and Objectives:

Foundational Component Area: Language, Philosophy, and Culture Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation to understand the human condition across cultures.

Required Core Objectives Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes: This course is designed to prepare students with skills for lifelong learning—

1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. **Communication & Expression**— Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.

2. **Critical & Creative Thinking**— Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities & Cultural Literacy**— Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. **Information Literacy**— Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. **Personal & Civic Responsibility**— Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Course Requirements and Evaluation:

Course Requirements and Evaluation: The student will be required to complete reading assignments, participate in class and group discussions, write a research paper over an assigned topic, present an oral research project as part of an assigned group, and perform satisfactorily on examinations and quizzes. They will take four unit exams concerned with ideas presented by literature, techniques discovered in the literature, biographical information on authors, and historical perspective. The student may also be given announced/ unannounced reading quizzes.

Semester Grade Determination:

Tests	20%
Presentation	20%
Assignments	20%
Quizzes	20%
Research Paper	20% (Rubric is posted in BB)
Total:	100%* The <u>documented literary argument essay</u> is required ; failure to complete it will result in failure for the course. *

Evaluation rubrics are posted in BB for each writing assignment & at the end of this document.

The final exam (exam four) is required; failure to complete it will result in a failing grade for the course.

A research paper submitted without a works cited page (in MLA format) and/or without parenthetical citations constitutes plagiarism and will be subject to the above consequences. The paper grade will be a zero.

Course Policies

Assignments should be submitted the due date and time listed in Blackboard. Assignments are considered late if they are not submitted by that time (usually 11:59). Submit via Blackboard and save your paper as a Word document. Do not save as a pdf. Do not email it to me. Do not submit through Google or as a Google doc. I cannot access them via Blackboard or through PJC's LMS.

An essay/writing assignment must meet the minimum length requirement before I will grade it. Assignments that do not meet the length requirement are not considered as valid submissions and will likely receive a grade of zero. A minimum of 15 points will be deducted for assignments that do not meet the length requirement.

Attendance and Make-up Work

Students are responsible for notes and assignments missed. A paper will receive a ten- point deduction per day (including non-class days) and will not be accepted more than one week late. Papers are considered late if they are not submitted prior to the **due date**.

Quizzes and tests may not be made up or retaken; no exceptions.

Peer Review Assignments

There will be a peer review exercise for each assigned essay. These scheduled peer review exercises count as quiz grades (20% of overall average).

Class Attendance

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day a student can withdraw from a course with a grade of **"W" is November 12, 2026.**

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action, such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activity may be required to prove their innocence.

Artificial Intelligence Policy

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

If AI is suspected, it is incumbent upon the student to prove innocence. Students may be asked to hand-produce essays under proctored monitoring. Failure to do so will result in a 0 score.

ADA Statement

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

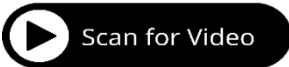
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Note: The contents of this syllabus/calendar are subject to change.

Week	Day 1	Day 2	Day 3
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Week 1- Aug. 24- 27	Syllabus; Navigating Blackboard; HW: Read "The Middle Ages to ca. 1485"	Assign Group Project and Documented Argument	Anglo-Saxon Lecture
Week 2- Aug. 31- Sept.3	Anglo-Saxon Lecture	Anglo-Saxon Lecture; Read Beowulf Intro	Beowulf Lecture; HW: Read Part 1 of Beowulf, pp. 37-70
Week 3- Sept. 8- 10	Part 1 Discussion; in-class quiz over reading; HW: Read Beowulf Part 2 pp. 70-85; in-class quiz over reading	Part 2 Discussion; in-class quiz over reading; HW: Read Beowulf Part 3 pp. 85-109	Part 3 Discussion; in-class quiz over reading; HW: "The Myth of Arthur's Return" through "Romance"
Week 4- Sept. 14- 17	Arthur Group Project	Arthur Group Project DUE	Arthur Group Project; HW: Read Marie de France and "Lanval"
Week 5- Sept. 21- 24	Work on Group Project	"Lanval" Discussion: HW: Read Sir Gawain and the Green Knight, pp. 412-438; in-class quiz over reading	Sir Gawain Discussion and Quiz; HW: Finish Gawain
Week 6- Sept. 28- Oct. 1	SGGGK Discussion; HW: Read: Malory, pp. 603-622	Malory Discussion	Malory Discussion
Week 7- Oct. 5-8	EXAM 1--The Middle Ages; HW: Read "The Sixteenth Century"	<i>Othello Intro</i>	<i>Othello Intro</i>
Week 8- Oct. 12- 15	<i>Othello Intro: HW: Read Act 1</i>	<i>Othello Act 1</i>	<i>Othello Act 1</i>
Week 9- Oct. 19- 22	<i>Othello Act 1</i>	<i>Othello Act 2</i>	<i>Othello Act 2</i>
Week 10 Oct. 26- 29	<i>Othello Act 2</i>	<i>Othello Act 3</i>	<i>Othello Act 3</i>
Week 11-Nov. 2-5	<i>Othello Act 3</i>	<i>Othello Act 4</i>	<i>Othello Act 4</i>

Week 12-Nov. 9-12	<i>Othello Act 5</i>	<i>Othello Act 5</i>	<i>Othello Act 5</i>
Week 13- Nov. 16-19	Othello Exam: HW: Read "The Early Seventeenth Century"	The Early Seventeenth Century Discussion	Group Analysis: HW: Read "The Restoration Intro"
Week 14-Nov. 23-26		THANKSGIVING BREAK	
Week 15-Nov. 30-Dec. 3	"A Modest Proposal" Group Work; HW: Read "Equiano"	Discuss Olaudah Equiano	Work on Group Project
Week 16-Dec. 7-10	FINAL EXAM	Work on Group Project	Presentations

Assessment Rubric

Student Name: _____ Class: _____ Date Submitted: _____

Focus	Criteria	Pts.
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	Excellent: 16 - 20	Good: 11 - 15	Fair: 6 - 10	Poor: 1 - 5	
1. Thesis Statement and Main Points	The thesis statement and main points are clearly stated and are appropriately placed.	The thesis statement and/or main points are not as clear as expected but are satisfactorily placed.	The thesis statement and main points are not clear and/or are poorly placed in the essay.	The thesis statement and main points do not appear in the essay or are so poorly placed or written as to be of no value.	
2. Elaboration and Explanation of Reasons with Supporting Research Organization (Transitions/Topic Sentences)	Good support is provided for each of the main ideas. Research used is relevant. Ideas are well organized.	Support is provided for each main idea but is not as clear, complete, or relevant as expected. Ideas are organized but could use improvement.	Some support appears but needs clarity, much more elaboration, or better use of research. Ideas are somewhat organized but could use much improvement.	Little or no support appears in the paper, or research used is irrelevant. Ideas are not clearly organized.	
3. Use of Standard Written English: sentence structure, punctuation, spelling, etc.; word choice/tone is appropriate & academic	The essay is free or nearly free of grammatical errors & exceptional word choice/tone are used.	The essay has some grammatical errors but not many; satisfactory word choice; appropriate tone	The essay has too many grammatical errors, and these are distracting; word choice and tone could use much improvement.	The paper is littered with grammatical errors, and the meaning is seriously impacted; Word choice is unclear, weak, and/or inappropriate; tone is also inappropriate for academic essay.	
4. Recognition and evaluation of different ethical perspectives and/or concepts	In-text citations and works cited page are free or nearly free of errors. The paper is not plagiarized. MLA guidelines are followed.	In-text citations and works cited are mostly clear/ free of errors. The paper is not plagiarized. Most MLA guidelines are followed.	In-text citations and works cited contain frequent errors. The paper is not plagiarized. There are several MLA formatting errors.	In-text citations and works cited are incorrect or absent. The paper is plagiarized. There are many MLA formatting errors.	
5. Contributes to peer review sessions and to facilitation of assignment completion	Constructively and/or frequently contributes to group discussions and/or workshops.	Satisfactorily and/or regularly contributes to group discussions and/or workshops.	Ineffectively and/or infrequently contributes to group discussions and/or workshops.	Ineffectively and/or rarely or never contributes to group discussions and/or workshops.	

BUSI 1301.2OEO
Business Principles
Fall 2026 Flex A

Instructor: Janet Erny

Office: AS 155

Phone: 903-782-0256

Email: jerny@parisjc.edu

Office Hours: Available by appointment

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

Fundamental business principles including structure, functions, resources, and operational processes. The student will identify business functions of accounting, management, marketing, and economics; and describe the relationships of social responsibility, ethics, and law; and describe the scope of global business enterprise.

3 Credit Hours 3 Lecture Hours 0 Lab Hours

Prerequisite(s): It is highly recommended that the student has computer and/or keyboarding skills or be concurrently enrolled in a computer and/or keyboarding class to successfully complete this course. This course does not attempt to teach basic computer skills.

Required Textbook(s) and Materials:

Foundations of Business 8th Edition

William Pride, Rober Hughes, and Jack Kapoor

ISBN: 979-8-214-05201-4

Inclusive Access is being used for this course which means the cost of course materials are included in the tuition (includes ebook and access to homework assignments).

You do **not** have to purchase anything from the PJC Bookstore.

Access to the Internet, e-mail, and Microsoft Office 365 (includes Word, Excel, Access, and PowerPoint) must be installed on your home computer if you work on your assignments at home. If you work on your assignments on campus, the software is already installed on those computers.

Please see BlackBoard "Announcements" for a downloadable link for Microsoft Office 365. If you have trouble downloading the software, please reach out to the IT Help Desk at helpdesk@parisjc.edu.

If you are the only user of your computer, you may store your documents on your hard drive. If you cannot, it is recommended that you buy a USB Flash Memory Drive (jump drive). Try to buy one with at least 1TB of memory which will store all of your documents which can be used for other courses too. You can get the flash drives at WalMart or any

other store that sells flash drives. The PJC Bookstore also has them for sale. You can use grant money to buy one at the bookstore.

Basic computer Requirements: Generally, a computer manufactured within the last five years is adequate.

Course Goals and Objectives:

Upon successful completion of this course, the student will have:

1. Identified business functions relating to accounting, management, marketing, and economics
2. Described the relationships of social responsibility, ethics, and law
3. Described the scope of global business enterprise

Student Learning Outcomes:

1. Evaluated the business functions including structure, functions, resources, and operational processes
2. Demonstrated proficiency using industry application software
3. Applied business concepts, practices, and/or techniques or ethical principles to effectively manage an organization

Course Schedule:

:

Week 1:	IceBreaker Discussion Board, Syllabus Quiz, Register for MindTap Chapter 1: Exploring the World of Business and Economics Chapter 2: Ethics and Social Responsibility in Business
Week 2:	Chapter 3: Global Business Chapter 4: Choosing a Form of Business Ownership Part 1 You Make the Decision Quiz Chapters 1-4
Week 3:	Chapter 5: Small Business, Entrepreneurship, and Franchises Part 2 You Make the Decision Chapter 6: Understanding the Management Process Discussion Board Post
Week 4:	Chapter 7: Creating a Flexible Organization Chapter 8: Producing Quality Goods and Services Part 3 You Make the Decision Quiz- Chapter 5-8
Week 5:	Discussion Board Post Chapter 9: Attracting and Retaining the Best Employees Chapter 10: Motivating and Satisfying employees Part 4- You Make the Decision

Week 6:	Chapter 11: Building Customer Relationships Through Effective Marketing Chapter 12: Creating and Pricing Products That Satisfy Customers Quiz- Chapters 9-12 AI in Action
Week 7:	Discussion Board Post Chapter 13: Distributing and Promoting Products Chapter 14: Exploring Social Media and e-Business Part 5 You Make the Decision
Week 8:	Complete any missing assignments

Course Requirements and Evaluation:

The first assignment is a Syllabus Quiz and an IceBreaker Discussion Board Forum which the student must complete before the Official Reporting Day (**August 31**) to avoid being dropped.

This is an **8-week** course that runs from **August 24** to **October 15**.

This course does not attempt to teach basic use of a computer. All students must be able to search the Internet, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Course will be presented via **BlackBoard** and **MindTap**. The student will use the access code (purchased with the textbook) to access course documents, assessments, and exams. Students are expected to access this course a minimum of three times a week to keep current with course activities.

Student is responsible for the following:

- Access to necessary computer resources
- Read assigned material as on schedule
- Complete all homework assignments on time
- Prepare diligently for homework assignments
- **Inquire** if you do not comprehend the material
- Follow the policies set forth in this syllabus and as specified by the college

Due to the type of material that must be covered within this course, students will be required to accomplish an extensive amount of reading, studying and solving homework problems. It is vital for students not to fall behind as it will be quite challenging to catch up. Students are to be held responsible for learning all the material in the textbook, the information provided in each chapters PowerPoint, and homework problems. Students are encouraged to study with classmates to assist in mastery of the course content.

There is **NO** Final Exam for this course but there are 3 quizzes. You will be allowed three attempts but the quiz will close at the due date and there will be no making it up.

Chapter Assessments: All chapter assessments will be completed through BlackBoard where all assessments are linked to **MindTap**. There is no time limit. NO makeup or extra credit will be given. Students should be familiar with the subject matter before attempting the exams. The due date of each chapter and exams are listed in the schedule which can be accessed from the Homepage of your BlackBoard course. Assignments that are submitted more than 14 days late will have 10% deduction.

For each assessment you will have **three (3) attempts**. Please read and follow the assessment instructions carefully.

Orientation: Students are expected to read and become familiar with the Syllabus and the course calendar. Students should also become familiar with the content and location of all items in the course.

If a student needs to discuss an assessment or needs help completing assessments, the student should e-mail the Instructor and/or come to the PJC Paris campus for individual instruction with the Instructor. The Instructor is always willing to tutor and/or help in successfully completing the course.

Grades:

Grades are based on a point system for completion of assessments which include assessments, learn Its, case activities, Parts 1 - 3 Video Projects, three BlackBoard Discussion Forum, three tests, and a BlackBoard Syllabus Quiz.

All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded.

Successful online learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Office 365.

Letter grades will be assigned based on the following point scale:

751 – 835 = A	90 - 100 = A
668 – 750 = B	80 - 89 = B
584 – 667 = C	70 - 79 = C
501 – 583 = D	60 - 69 = D
0 – 500 = F	0 - 59 = F

The assessments are broken-down as follows:
Syllabus Quiz = 1 assessment

BlackBoard Discussion Board Forum = 4 assessment

Assessments = 14 assessments

Case Activities = 14 assessments

5 You Make the Decision

2 Connect it (Part 2 and 3)

AI in Action

3 Quizzes

Checking your Grade:

To check your grades, click the “Grades” tab. BlackBoard may show only the total number completed .

Course Procedures:

- **Microsoft Office 365** and **MindTap** are required for this course.
- A student is expected to be regular and punctual in submitting assignments. Failure to complete required assignments will negatively affect the student’s final grade. Deadlines are established at the beginning of the semester.
- Contact your Instructor immediately if an emergency arises and you are unable to submit your work or attend class as required.
- If you find that you cannot complete the course for any reason, contact your Instructor and refer to your college catalog for withdrawal procedures.
- Students must check the course frequently for announcements, and students must actively participate in class discussions.
- Minimum of **10 hours per week** of computer time is required for students to complete assessments. More computer time may be required, depending on your typing speed and computer knowledge.
- See the course schedule for when assignments are due.

Course Policies:

Insert faculty procedures for class management

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **October 1**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

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engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

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status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

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Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

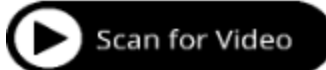
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MATH 0400.20D0
Foundations of Math Reasoning
Online Support Course
Fall 2026 (16 week course)

Instructor: Chastity Woodson
Office: MS ROOM 111 G
Phone: 903.782.0234
Email: cwoodson@parisjc.edu

Meeting Location: Online
Meeting Days: 8/24-12/10
Meeting Times: Online

Office Hours:

Monday	Tuesday	Wednesday	Thursday
8:30-9:30 AM	10:45-11:45 AM	8:30-9:30 AM	10:45-11:45 AM
1:00-3:00 PM	1:00-2:00 PM	1:00-3:00 PM	1:00-2:00 PM

Course Description:

This course surveys a variety of mathematical topics needed to prepare students for college level statistics or quantitative reasoning. Topics include numeracy with an emphasis on estimation and fluency with large numbers; evaluating equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions; exponential models. This course is not for college-level credit.

Credits: SCH = 3 lecture hours per week

TSI Requirement: xxx M

Prerequisite(s): placement in course based on placement test score

Required Textbook(s) and Materials:

Students will work on **homework assigned in their credit course** MATH 1342 or MATH 1332. **Pearson** is integrated directly into your Blackboard credit course (MATH 1332 or MATH 1342) which includes an **e-text**. I will check your homework progress in the credit course each week.

MATH 0400 online support course will offer you the following tools:

- **Discussion Board-** You may use the discussion board on the blackboard to ask homework questions. I will monitor the discussion board and will assist with answering homework questions.
- **Attend face to face tutoring available at all 3 campuses (Paris, Greenville, Sulphur Springs)** (see link in blackboard for more information)
- **Tutor.com** -This free virtual tutoring tool is available 24/7 in blackboard
- **Zoom Sessions-** You may join me on zoom to ask questions on the following days and times:
Monday 1 – 3 PM (except Labor Day Holiday Sept 7th)
Thursday 11:30 AM -1:30 PM (except Thanksgiving Nov 26th)
Please see blackboard for zoom link.

Students may use a calculator on assignments. **If you are enrolled in MATH 1342, a TI-83 or TI-84 graphing calculator is required.**

Course Goals and Objectives:

This course is designed to assist students with the following objectives:

To develop conceptual understanding mathematics with a focus on underlying structures

Development of ideas and problem solving

Student Learning Outcomes:

The student will interpret and evaluate basic information verbally, numerically, graphically, and symbolically in the solution problems in the Real number system.

The student will construct and interpret graphs, apply measures of central tendency, and demonstrate proficiency in determining probability for single and multi-stage data sets.

Course Schedule:. Students will work on homework daily in Pearson assigned in their credit course MATH 1342 or MATH 1332. All required homework will be embedded in your credit course.

Course Requirements and Evaluation:

Grading: *Students will receive the same grade in this MATH 0400 course as in their MATH 1342 or MATH 1332 course.*

Grade Scale:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Course Policies:

Students in college courses are expected to conduct themselves as adults. Any student who is disruptive will be asked to leave the class. This is an online course, **to keep up please work in your credit course (MATH 1314 or MATH 1324) daily.**

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, November 12th.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test; therefore, cell phone calculators and AI tools are not allowed for any test.

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A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

MATH 0401.20D0
Foundations of Algebra Reasoning
Online Support Course
Fall 2026 (16 week course)

Instructor: Chastity Woodson
Office: MS ROOM 111 G
Phone: 903.782.0234
Email: cwoodson@parisjc.edu

Meeting Location: Online
Meeting Days: 8/24-12/10
Meeting Times: Online

Office Hours:

Monday	Tuesday	Wednesday	Thursday
8:30-9:30 AM	10:45-11:45 AM	8:30-9:30 AM	10:45-11:45 AM
1:00-3:00 PM	1:00-2:00 PM	1:00-3:00 PM	1:00-2:00 PM

Course Description:

Topics in mathematics including study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations Recommended for STEM-majors who are not college ready in mathematics.

Credits: SCH = 3 lecture hours per week

Prerequisite(s): Satisfactory placement test score. This course is not for college-level credit and may not be used to satisfy degree requirements.

Required Textbook(s) and Materials:

Students will work on **homework assigned in their credit course** MATH 1314 or MATH 1324. **Pearson** is integrated directly into your Blackboard credit course (MATH 1314 or MATH 1324) which includes an **e-text**. **I will check your homework progress in the credit course each week.**

MATH 0401 online support course will offer you the following tools:

- **Discussion Board-** You may use the discussion board on the blackboard to ask homework questions. I will monitor the discussion board and will assist with answering homework questions.
- **Attend face-to-face tutoring available at all 3 campuses (Paris, Greenville, Sulphur Springs)** (see link in blackboard for more information)
- **Tutor.com** -This free virtual tutoring tool is available 24/7 in blackboard
- **Zoom Sessions-** You may join me on zoom to ask questions on the following days and times:
Monday 1 – 3 PM (except Labor Day Holiday Sept 7th)
Thursday 11:30 AM -1:30 PM (except Thanksgiving Nov 26th)
Please see blackboard for zoom link.

Students may use a scientific calculator or TI calculator on all homework assignments.

Course Goals and Objectives:

1. Student will graph various equations.
2. Student will solve equations, word problems, and solve formulas for a given variable.
3. Student will evaluate functions and obtain the domain and the range of a function.
4. Student will apply operations with polynomials.
5. The student will factor completely using several factoring techniques.
6. The student will solve quadratic equations by using several techniques.
7. Student will simplify and perform indicated operations on rational expressions and solve equations involving rational expressions.
8. Student will simplify and perform operations with radicals and solve equations containing radicals.
9. Student will simplify a complex number and perform operations with complex numbers.
10. Students will graph and write linear functions.
11. Student will simplify expressions using the rule of exponents.

Student Learning Outcomes:

1. The student is expected to interpret and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
2. The student is expected to demonstrate proficiency with polynomials and rational expressions in evaluating, simplifying, and factoring.
3. The student is expected to apply basic operations with polynomials and rational expressions.

Course Schedule: Students will work on homework daily in Pearson assigned in their credit course MATH 1314 or MATH 1324. All required homework will be embedded in your credit course.

Course Requirements and Evaluation:

Grading: Students will receive the same grade in this MATH 0401 course as in their MATH 1314 or MATH 1324 course.

Grade Scale:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Course Policies:

Students in college courses are expected to conduct themselves as adults. Any student who is disruptive will be asked to leave the class. This is an online course, **to keep up please work in your credit course (MATH 1314 or MATH 1324) daily.**

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, November 12th.**

Class Conduct:

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Academic Honesty:

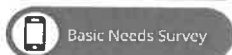
In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

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A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

MATH 0300.10A0
Elementary Algebra (16 week course)
FALL 2026

Instructor: Chastity Woodson
Office: MS ROOM 111 G
Phone: 903.782.0234
Email: cwoodson@parisjc.edu

Meeting Location: Paris MS 115
Meeting Days: MW (8/24–12/7)
Meeting Times: 11:00-12:15 PM

Office Hours:

Monday	Tuesday	Wednesday	Thursday
8:30-9:30 AM	10:45-11:45 AM	8:30-9:30 AM	10:45-11:45 AM
1:00-3:00 PM	1:00-2:00 PM	1:00-3:00 PM	1:00-2:00 PM

Course Description:

The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. This course is not for college-level credit.

Credits: SCH = 3 lecture hours per week

TSI Requirement: Prerequisite(s): placement in this course based on placement test scores

Required Textbook(s) and Materials:

Dragon Now takes the hassle out of getting course materials by providing students with convenient access to their required materials for the lowest price available.

Follett – PJC's campus store provider – works on behalf of the campus to negotiate required material prices with publishers down to the lowest possible price. Follett then works with the campus store to ensure all required digital materials appear in the student's Blackboard and all required physical materials are prepared to be shipped to the student by the first day of class, as applicable.

All students are automatically enrolled in the program, and students who are not interested in the material savings can opt out of the program each term with no penalty. Students who opt-out of the program are responsible for finding and purchasing their own required materials.

This course has Pearson/MyLab integrated directly into Blackboard which includes an **e-text**.

A hard copy of the textbook is **optional** and will be an additional expense: Developmental Mathematics, 4th edition, ISBN 978-0-13-453981-2, Lial, Pearson Education.

After Exam 1, students may use a **basic four function** calculator.

Course Goals and Objectives:

This course is designed to assist students in the following objectives:

To develop conceptual understanding mathematics with a focus on underlying structures

Development of ideas and problem solving

Course Schedule:

<i>Class Date</i>	<i>Assignment</i>
<i>M 8/24</i>	<i>Syllabus, Pearson MyLab (Blackboard)</i>
<i>W 8/26</i>	Section 1.1
<i>M 8/31</i>	Sections 1.2 & 1.3
<i>W 9/2</i>	Section 1.4
<i>M 9/7</i>	NO CLASS- LABOR DAY HOLIDAY
<i>W 9/9</i>	Section 1.5
<i>M 9/14</i>	Section 1.6
<i>W 9/16</i>	Section 1.7
<i>M 9/21</i>	Sections 1.8, 1.9, 1.10
<i>W 9/23</i>	Exam 1 (Chapter 1)
<i>M 9/28</i>	Sections 2.1/2.2
<i>W 9/30</i>	Section 2.3
<i>M 10/5</i>	Section 2.4
<i>W 10/7</i>	Sections 2.5/2.6
<i>M 10/12</i>	Section 2.7/2.8
<i>W 10/14</i>	Exam 2 (Chapter 2)
<i>M 10/19</i>	Section 3.1
<i>W 10/21</i>	Section 3.2
<i>M 10/26</i>	Section 3.3

<i>W 10/28</i>	Section 3.4
<i>M 11/2</i>	Section 3.5
<i>W 11/4</i>	Exam 3 (Chapter 3)
<i>M 11/9</i>	Section 9.4
<i>W 11/11</i>	Section 9.5
<i>M 11/16</i>	Section 9.6
<i>W 11/18</i>	Section 9.2
<i>M 11/23</i>	Section 9.8
<i>W 11/25</i>	NO CLASS-Thanksgiving Holiday
<i>M 11/30</i>	Exam 4 (Chapter 9)
<i>W 12/2</i>	Review for Final Exam
<i>M 12/7</i>	Take Comprehensive Final Exam

Course Requirements and Evaluation:

Grading: Your grade in this course will be calculated as follows:

Exams (4 Exams)	50%
Final Exam	10%
Daily Work (Quiz in Pearson)	15%
Homework (in Pearson)	25%

Grade Scale:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Course Policies:

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Class Attendance:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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MATH 0300.10N0/50N0
Elementary Algebra (16 week course)
FALL 2026

Instructor: Chastity Woodson
Office: MS ROOM 111 G
Phone: 903.782.0234
Email: cwoodson@parisjc.edu

Meeting Location: Paris MS 115/SSC 105
Meeting Days: TR (8/24–12/10)
Meeting Times: 9:30-10:45 AM

Office Hours:

Monday	Tuesday	Wednesday	Thursday
8:30-9:30 AM	10:45-11:45 AM	8:30-9:30 AM	10:45-11:45 AM
1:00-3:00 PM	1:00-2:00 PM	1:00-3:00 PM	1:00-2:00 PM

Course Description:

The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. This course is not for college-level credit.

Credits: SCH = 3 lecture hours per week

TSI Requirement: Prerequisite(s): placement in this course based on placement test scores

Required Textbook(s) and Materials:

Dragon Now takes the hassle out of getting course materials by providing students with convenient access to their required materials for the lowest price available.

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A hard copy of the textbook is **optional** and will be an additional expense: Developmental Mathematics, 4th edition, ISBN 978-0-13-453981-2, Lial, Pearson Education.

After Exam 1, students may use a **basic four function** calculator.

Course Goals and Objectives:

This course is designed to assist students in the following objectives:

To develop conceptual understanding mathematics with a focus on underlying structures

Development of ideas and problem solving

Course Schedule:

<i>Class Date</i>	<i>Assignment</i>
<i>T 8/25</i>	<i>Syllabus, Pearson MyLab (Blackboard)</i>
<i>R 8/27</i>	Section 1.1
<i>T 9/1</i>	Sections 1.2 & 1.3
<i>R 9/3</i>	Section 1.4
<i>T 9/8</i>	Section 1.5
<i>R 9/10</i>	Section 1.6
<i>T 9/15</i>	Section 1.7
<i>R 9/17</i>	Sections 1.8, 1.9, 1.10
<i>T 9/22</i>	Exam 1 (Chapter 1)
<i>R 9/24</i>	Sections 2.1/2.2
<i>T 9/29</i>	Section 2.3
<i>R 10/1</i>	Section 2.4
<i>T 10/6</i>	Sections 2.5/2.6
<i>R 10/8</i>	Section 2.7
<i>T 10/13</i>	Section 2.8
<i>R 10/15</i>	Exam 2 (Chapter 2)
<i>T 10/20</i>	Section 3.1
<i>R 10/22</i>	Section 3.2
<i>T 10/27</i>	Section 3.3

<i>R 10/29</i>	Section 3.4
<i>T 11/3</i>	Section 3.5
<i>R 11/5</i>	Exam 3 (Chapter 3)
<i>T 11/10</i>	Section 9.4
<i>R 11/12</i>	Section 9.5
<i>T 11/17</i>	Section 9.6
<i>R 11/19</i>	Section 9.2
<i>T 11/24</i>	Section 9.8
<i>R 11/26</i>	NO CLASS-Thanksgiving Holiday
<i>T 12/1</i>	Exam 4 (Chapter 9)
<i>R 12/3</i>	Review for Final Exam
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Course Requirements and Evaluation:

Grading: Your grade in this course will be calculated as follows:

Exams (4 Exams)	50%
Final Exam	10%
Daily Work (Quiz in Pearson)	15%
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MATH 0400.10A0
Foundations of Math Reasoning
Support Course
Fall 2026

Instructor: Chastity Woodson
Office: MS ROOM 111 G
Phone: 903.782.0234
Email: cwoodson@parisjc.edu

Meeting Location: MS 115
Meeting Days: TR
Meeting Times: 8:00-9:15 AM

Office Hours:

Monday	Tuesday	Wednesday	Thursday
8:30-9:30 AM	10:45-11:45 AM	8:30-9:30 AM	10:45-11:45 AM
1:00-3:00 PM	1:00-2:00 PM	1:00-3:00 PM	1:00-2:00 PM

Course Description:

This course surveys a variety of mathematical topics needed to prepare students for college level statistics or quantitative reasoning. Topics include numeracy with an emphasis on estimation and fluency with large numbers; evaluating equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions; exponential models. This course is not for college-level credit.

Credits: SCH = 3 lecture hours per week

TSI Requirement: xxx M

Prerequisite(s): placement in course based on placement test score

Required Textbook(s) and Materials:

This course has **Pearson** integrated directly into Blackboard credit course which includes an **e-text**. Students will work on assignments in **Pearson** daily.

Students may use a calculator on assignments. **If you are enrolled in MATH 1342, a TI-83 or TI-84 graphing calculator is required.**

Course Goals and Objectives:

This course is designed to assist students with the following objectives:

To develop conceptual understanding mathematics with a focus on underlying structures

Development of ideas and problem solving

Student Learning Outcomes:

The student will interpret and evaluate basic information verbally, numerically, graphically, and symbolically in the solution problems in the Real number system.

The student will construct and interpret graphs, apply measures of central tendency, and demonstrate proficiency in determining probability for single and multi-stage data sets.

Course Schedule:. Students will work on homework daily in Pearson assigned in their credit course MATH 1342 or MATH 1332.

Course Requirements and Evaluation:

Grading: *Students will receive the same grade in this MATH 0400 course as in their MATH 1342 or MATH 1332 course.*

Grade Scale:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Course Policies:

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Non-discrimination clause:

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law.

A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

MATH 0401.10A0
Foundations of Algebra Reasoning
Support Course
Fall 2026

Instructor: Chastity Woodson
Office: MS ROOM 111 G
Phone: 903.782.0234
Email: cwoodson@parisjc.edu

Meeting Location: MS 115
Meeting Days: MW
Meeting Times: 9:30-10:45 AM

Office Hours:

Monday	Tuesday	Wednesday	Thursday
8:30-9:30 AM	10:45-11:45 AM	8:30-9:30 AM	10:45-11:45 AM
1:00-3:00 PM	1:00-2:00 PM	1:00-3:00 PM	1:00-2:00 PM

Course Description:

Topics in mathematics including study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations Recommended for STEM-majors who are not college ready in mathematics.

Credits: SCH = 3 lecture hours per week

Prerequisite(s): Satisfactory placement test score. This course is not for college-level credit and may not be used to satisfy degree requirements.

Required Textbook(s) and Materials:

This course has **Pearson** integrated directly into Blackboard credit course which includes an **e-text**. Students will work on assignments in **Pearson** daily.

Students may use a four function, scientific calculator, and approved TI calculator on all homework assignments.

Course Goals and Objectives:

1. Student will graph various equations.
2. Student will solve equations, word problems, and solve formulas for a given variable.
3. Student will evaluate functions and obtain the domain and the range of a function.
4. Student will apply operations with polynomials.
5. The student will factor completely using several factoring techniques.
6. The student will solve quadratic equations by using several techniques.
7. Student will simplify and perform indicated operations on rational expressions and solve equations involving rational expressions.
8. Student will simplify and perform operations with radicals and solve equations containing radicals.
9. Student will simplify a complex number and perform operations with complex numbers.
10. Students will graph and write linear functions.
11. Student will simplify expressions using the rule of exponents.

Student Learning Outcomes:

1. The student is expected to interpret and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
2. The student is expected to demonstrate proficiency with polynomials and rational expressions in evaluating, simplifying, and factoring.
3. The student is expected to apply basic operations with polynomials and rational expressions.

Course Schedule: Students will work on homework daily in Pearson (MyLab).

Course Requirements and Evaluation:

Grading: Students will receive the same grade in this MATH 0401 course as in their MATH 1314 course.

Grade Scale:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Course Policies:

Please keep in mind you may miss out on important information if you are late for class. Do not expect me and other students in the classroom to inform you about what you missed.

Students in college courses are expected to conduct themselves as adults. Any student who is disruptive will be asked to leave the class.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, November 12th**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero*

on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence. **Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore cell phone calculators and AI tools are not allowed for any test.**

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

**Official Student Email Policy:**

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access.

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Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

*NURA 1301.17A0
Nurse Aide for Health Care
Fall 2026*

Instructor: Kristi Shultz, RN
Office: WTC 1209
Phone: 903-782-0439
Email: kshultz@parisjc.edu
Office Hours: email to schedule appt.

Meeting Location: PJC WTC 1208
Meeting Days: M/W
Meeting Times: 8-9:15am

Course Description:

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social service's needs.

Credits: 3.3.0

Prerequisite(s): none

Required Textbook(s) and Materials:

Mosbey's Textbook for Long-Term Care Nursing Assistants 9th Edition
ISBN: 978-0-323-53073-6

Course Goals and Objectives:

At the completion of the course, the student will be able to discuss basic care of residents in a long-term care facility, communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs, discuss the rights of the residents, discuss safety and preventive measures in the care of residents, and demonstrate skills in observing and reporting, and function effectively as a member of the health care team.

Course Schedule:

Subject to change at the discretion of the instructor

Week 1-4- Chapter 1, 2,3,4,5,6,7,10,&46, Week 5-9 Chapter 11,12,14,15,16,17,24,31,32 and 44

Week 10-16 Chapters 18, 18,20, 22, 23,29, 39 and 40, Chapters 13, 27, 30, 42, 45 and final exam

All exams will be taken through blackboard on your own.

Course Requirements and Evaluation: *Homework assignments, quizzes, final exam and lab skills*

Grading Criteria

In order to pass MDCA 1309.200, the student must achieve a final average grade of 70 or higher. The average of the quizzes will be 70% of the final grade and the final exam will be 30%.

Course Policies

The certified nurse aide training consists of three sections 1. Classroom/skills, 2. Clinical, 3. State exam. The student must successfully complete each section in order to progress to the next section. The classroom/lab experience must be completed with a satisfactory grade of 70 or higher prior to advancing to the clinical experience.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Nov. 12, 2026

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

ADA Statement

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Official Student Email Policy

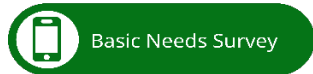
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Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Syllabus Subject to Change

Students will be updated of any change to syllabus or class schedule by email or blackboard announcement.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course schedule:

Week 1-4- Chapter 1, 2,3,4,5,6,7,10,&46, Week 5-9 Chapter 11,12,14,15,16,17,24,31,32 and 44

Week 10-16 Chapters 18, 18,20, 22, 23,29, 39 and 40, Chapters 13, 27, 30, 42, 45 and final exam

HPRS 2300.20D0
Pharmacology for Health Professions
Fall 2026

Instructor: Kristi Shultz, RN
Office: WTC #1209
Phone: 903-782-0439
Email: kshultz@parisjc.edu
Office Hours: by appt

Meeting Location: online
Meeting Days: online
Meeting Times: online

Course Description:

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

Required Textbook(s) and Materials:

Book Title: Pharmacology Clear & Simple , Author: Cynthia J. Watkins, Publisher: F.A.Davis
Edition/Year: 4th edition, 2018, ISBN: 978-1-7196-4474-7

Course Goals and Objectives:

See Course Objectives in the Course Materials section accessible from the homepage.

At course completion, the student will be able to:

1. Apply knowledge of pharmacology to the health care field
2. Apply general terminology to medication usage
3. Identify drug classifications and list examples of common drugs in each classification
4. Identify the therapeutic use of individual drugs including indications, contraindications, and routes, of administration and adverse effects
5. Calculate medication conversions and dosages
6. Recognize the safe management of medications and solutions

Course Requirements and Evaluation:

This course consists of reading assignments, quizzes, critical thinking or problem-solving activities, discussions, a pharmacology project and exams. Weekly PowerPoint lectures are available from the homepage (click on the icons titled Week...).

The grades in this course are calculated on a percentage system and are based on a possible 100%. The following is the percentage to letter grade conversion for the course: 90-100% = A, 80-89 = B, 70-79 = C, 60-69 = D, Below 60 = F.

Value/Weight of Course Assignments

Activity and maximum possible percentage of final grade:

Weekly Assignments = 15%

Chapter Activities = 17%

Pharmacology Project (2 parts – PowerPoint and Quiz) = 17%

Exams = 51% (17% each)

Optional Extra Credit Final = 5%

Pharmacology Project (2 Parts-PowerPoint & Quiz – both due by 12-09-2026)

Medication errors are a major problem in healthcare and they often result in devastating consequences for all involved. This course requires a project to help you discover the scope of medication errors in healthcare and strategies to prevent them. This project includes two sections. Section one (Medication Error Prevention Quiz) is worth **60%** of your total project grade and section two (Research/PowerPoint Presentation) is worth **40%** of your total project grade. The total project grade accounts for 17% of your final course grade so it should be taken seriously and started early. **(Due: 12-09-2026)**

Section One Instructions:

1. Go back to Blackboard course & complete the Medication Error Prevention Quiz.

WARNING: Do NOT access the Medication Error Prevention Quiz until you are ready to take it; you only have one attempt. You will have 60 minutes to complete the quiz when you access it.

The quiz consists of 50 questions taken directly from the 60 question self-test on the Davis plus site.

Section Two Instructions:

Research multiple reliable sources such as healthcare journals and books regarding types of medication errors and ways to prevent them (Hint: Take advantage of PJC's online librarian assistance and databases to help you with your research); use of a minimum of four resources is required. Your research may identify as many as 11 different types. **WARNING:** Do not confuse types of medication errors with examples. For instance, Type = Administration Errors and Example = Nurse Ann gave the wrong dose of medication to Mr. Smith. You must be able to identify and describe five different types of medication errors and three strategies to prevent medication errors for this project's PowerPoint. You may **NOT** use "Administration Errors" because I already identified that type. You will need to identify the sources of your information using American Psychological Association (APA) format in your PowerPoint so keep track of your reference information as you do your research. See <http://www.apa.org/> to help you format your references.

2. Create a 10-slide PowerPoint presentation as follows: Be creative, use ClipArt and wording that illustrates your research findings.

Slide 1: Include the title of your presentation, your name, instructor's name, and school's name.

Slides 2-6: Identify five different types (not examples) of medication errors and their descriptions (one per slide). Example: Administration Errors. Administration errors are medication errors that occur during the patient delivery process. They may involve delivery of the wrong medication, administration of the wrong dose, administration of medication to the wrong patient, administration at the wrong time, delivery to the wrong patient, or administration via the wrong route such as oral rather than injectable (Taylor, Lillis, LeMone, & Lynn, 2008).

Slides 7-9: Describe three ways (one per slide) to prevent medication errors. You may not use the 5-6 rights (i.e., right patient, right time, right documentation, etc.).

Slide 10: This is your reference slide; include citation information (in APA format) for each of the sources used in your slides (Hint: PJC Writing Center staff is a great resource & Online Son of Citation Machine will help you cite APA format correctly.). Attach the PowerPoint to a Blackboard email and send it to me.

Grading Criteria for PowerPoint Presentation:

Introduction slide (slide 1) content complete and accurate (5%)
Spelling, grammar, and punctuation (5% = 0-1 errors, 3% = 2-4 errors, more than 4 errors = 0%)
Five types of medication errors (25%)
Detailed description of each of the five identified medication error types (25%)
Detailed description of three medication error prevention strategies (30%)
Reference slide includes citation information, correctly formatted using APA style, for a minimum of 4 resources cited in the slides (10%)

I will deduct **10 points** if you do not follow the 10-Slide PowerPoint presentation instructions or do not post by deadline.

Optional Extra Credit Final

You have the option of completing an extra credit proctored final at the end of the course. The extra credit final is a multiple choice exam covering the classifications on pages 443 to 462. This extra credit final is the only opportunity for extra credit. You have nothing to lose by opting to take the final; your course grade can only go up. You have the chance to earn a maximum extra 5% on your course grade. Here's how it works. Your course grade is listed in your "My Grades" area on the homepage. If you opt to take the extra credit final, you will see a score appear, as with other assignments, on that same screen in the extra credit final area. I will take the score you earn and multiply it by 0.05 to identify how many of the 5% points you've earned and will then add that percent to your course grade before I submit it. The course grade you see in Blackboard will not reflect the extra points you've earned because I have to calculate and add them manually but you can figure it out for yourself as soon as you get your score on the final.

Example: My course grade is 78.38 (C) after all my assignments are completed. I take the extra credit final and only earn 34 out of a possible 100 points (clearly I should have read/studied more). I multiply my 34 by 0.05 and now know I've earned an extra 1.7 percent toward my course grade. I add 1.7 to 78.38 and have an end of course grade of 80.08 (B).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course. 9-9-2026

Course Policies:

All assignments must be completed by deadline given by instructor with no exceptions.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **11-12-2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below, blackboard messages or PJC email.

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Course Schedule/Weekly Lesson Plan:

Week 1- Orientation, History of Pharmacology, Basics of Pharmacology; Pharmacology Project Opens
Week 2- Patient Safety in Medication Administration, Regulations
Week 3- Prescriptions and Labels, Basic Review of Mathematics
Week 4- Exam 1
Week 5- Enteral Medications and Administration, Parenteral Medications and Administration
Week 6- Integumentary Systems Medications, Musculoskeletal Systems Medications
Week 7- Nervous System Medications, Eye and Ear Medications
Week 8- Endocrine System Medications
Week 9- Exam 2, Digital Poster/Advertisement
Week 10-Cardiovascular System Medications, Immunological Systems Medications
Week 11-Measurement Systems, Dosage Calculations, Parenteral Medications/Administration
Week 12- Pulmonary System Medications, Gastrointestinal System Medications
Week 13- Reproductive and Urinary System Medications; Herbs, Vitamins and Minerals
Week 14- Pharmacology Project Due
Week 15- Exam 3
Week 16- Optional Final

EDUC 1300/690

Learning Frameworks

Fall 2026

Instructor: Anita Comer
Office: Room 311
Phone: 903-994-2260
Email: acomer@parisjc.edu
Office Hours: Online

Meeting Location: Online
Meeting Days: Online
Meeting Times: By Appt.

Course Description:

A study of research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

Credits:

Student Success Course 3.00 or 1.00 or 2.00

This course progresses quickly, and the content demands consistent focus.

Prerequisite(s): N/A

Required Textbook(s) and Materials:

Our textbook for this class is ***College Success* by OpenStax (2020).**

A copy of this book can be found under the Start Here tab in your Black Board system.

Course Goals and Objectives:

1. Understand the importance of goal setting and build decision-making and goal setting skills.
2. Complete an inventory to determine personality type.
3. Develop critical thinking skills.
4. Complete a learning inventory and identify your personal learning style.
5. Understand the educational degree requirements for different types of careers and occupations.

6. Complete an interest inventory to determine matches between your interests and skills and occupations and degrees.
7. Complete a degree plan in the certificate or degree area you plan to pursue.
8. Understand the causes of stress and ways to manage stress.
9. Understand how diet, nutrition, exercise and physical fitness affect your life.
10. Develop note taking skills.
11. Develop study skills.
12. Understand test taking strategies.
13. Develop time management skills.
14. Understand money, banking, and credit.
15. Understand basic saving and investing principles.
16. Understand a resume.
17. Understand basic job interview skills.
18. Understand the benefits of service learning and citizenship responsibilities.
19. Develop team building skills.
20. Develop problem solving skills.

Course Schedule:

Module	Learning Outcome	Activity	Due Date
	Syllabus Review	• Include the withdrawal date and final grades due in your calendar. • Send me an email to my PJC email stating that you read the syllabus and understand its contents.	ORD is Sept. 9th if you have not completed any work by then you will be dropped for non-participation.
1	Chapter 1&2	• Read the chapter • Review the PowerPoint • Complete the Assignment • Complete the Quiz	The last day to withdraw is Nov. 12th and Final grades are due Dec 11th.
2	Chapter 3&4	• Read the chapter • Review the PowerPoint	

		• Complete the Assignment • Complete the Quiz	
3	Chapter 5&6	• Read the chapter • Review the PowerPoint • Complete the Assignment • Complete the Quiz	
4	Chapter 7&8	• Read the chapter • Review the PowerPoint • Complete the Assignment • Complete the Quiz	
5	College Success	• Complete the final project	

Course Requirements and Evaluation:

Grading Scale:

100-90% = A 1000- 900 pts = A

89-80% = B 899-800 pts = B

79-70% = C 799-700 pts = C

69- 60% = D 699 – 600 pts = D

59-0% = F 599- 0 pts = F

Course Policies:

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the students. The last day for a student to withdraw from a course with a grade of "W" is Nov. 12th, 2026.

Class Conduct:

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Artificial intelligence

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- Example of permitted use: Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- Example of prohibited use: Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

ADA Statement

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



MFA

To help protect student accounts and personal information, students are required to use Multi-Factor Authentication (MFA) when accessing college systems and online resources. MFA adds an extra layer of security by requiring users to verify their identity through a second method, a Microsoft Authenticator mobile app notification in addition to their password.

How to Use MFA:

1. Log in to your college account using your username and password.
2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately

Dual credit students logging in to their high school wifi will not be required to complete the MFA process. Dual Credit students logging in anywhere else will be required to complete the MFA process.

ENGL 1301.26D0
Composition 1
Fall 2026

Instructor: Carey Gable

Office: LRC 91/SSC119

Phone: 903-782-0215

Email: cgable@parisjc.edu

Office Hours: 8-10 am Monday – Thursday, by appointment

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

ENGL 1301 Composition I Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Prerequisite: None

Corequisite: None

Required Textbook(s) and Materials:

Kirszner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Bedford/St. Martin's, 2024, ISBN: 9781319532345

Fahrenheit 451 by Ray Bradbury

ISBN: 978-1-4516-7331-9

Computer and Webcam – Some exams will be taken using Respondus Monitor and will require a webcam. A computer is needed for this course.

Course Goals and Objectives:

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. **Communication & Expression** — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. **Critical & Creative Thinking** — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities & Cultural Literacy** — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.

4. **Information Literacy** — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. **Personal & Civic Responsibility** — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluation:

This course will consist of the five (5) core essays. These are essential to this course. You may revise your essays throughout the semester. Please follow the revision rules give in BlackBoard. There are several quizzes, discussions, and lab assignments that also figure into your total score.

Essays (5)	50%
Narrative	
Comparison	
Cause and Effect	
Persuasive with Research	
Revision and Reflection (Analysis)	
Novel Exam (Proctored)	10%
Quiz and Discussion	20%
First Assignment (Syllabus Quiz)	
Introduction Discussion	
Academic Conventions Quiz	
Formatting and MLA Quiz	
Descriptive Writing Practice	
Logic and Fallacies Quiz	
Lab Component	20%
Total	100%

A – 100 – 90
B – 89 – 80
C – 79 – 70
D – 69 – 60
F – 59 – 0

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Students are expected to complete coursework honestly, using their own intellects and resources designated as allowable by the course instructor. All essays must be typed following MLA format (12-point font, Times New Roman), and will not be accepted in any other form. You can reference the Purdue OWL for further assistance in this regard.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **12th of November**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI):

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple

spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Non-Discrimination Clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

Technology Readiness Statement

To help ensure a successful start to the semester, students are strongly encouraged to review and complete the PJC IT Checklist the first day of class. The checklist provides important information and step-by-step guidance for accessing your PJC email, Blackboard, Multi-Factor Authentication (Step 3), and other essential online resources. Completing these tasks in advance can help prevent technical issues and ensure you are prepared to fully participate from the first day of the course.

The PJC IT Checklist is available at: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

If you experience any technology-related difficulties, please contact the PJC Tech Support as soon as possible for assistance.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

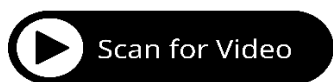
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:
Tentative (Subject to change at instructor’s discretion)

Week 1:

August 24-30

Syllabus, Course Instructions

Assignment: First Assignment: Syllabus Quiz (**Due Midnight 9th September**)

Assignment: Intro Discussion Post

Labs: Pretest

Labs: Essay Organization

Labs: Thesis Statements

Labs: Topic Sentences

Labs: Clause Structure

Labs: Sentence Types

Labs: Subject/Verb Agreement

Week 2:

August 31 – September 6

Lesson 1 - Academic Writing, How to Write an Academic Intro and Conclusion

Lesson 1 – MLA Formatting

Assignment: Formatting Quiz

Labs: Sentence Types

Labs: Subject/Verb Agreement

Labs: Fragments and Run-ons

Week 3:

September 7 - 13

Lesson 2 – Descriptive Writing

Labs: Comma Placement

Labs: Capitals

Labs: Verbs

Week 4:

September 14-20

Lesson 2 – Descriptive Writing

Assignment: Descriptive Writing Assignment

Labs: Quotes

Labs: Parallelism

Labs: Post-Test

Week 5:

September 21 - 27

Lesson 2 – Narrative Writing

Week 6:

September 28 – October 4

Lesson 2 – Narrative Writing

Assignment: Narrative Essay Test

Week 7:

October 5 – October 11

Lesson 3 – Comparison and Contrast Writing

Week 8:

October 12 - 18

Lesson 3 – Comparison and Contrast Writing

Assignment: Comparison and Contrast Essay Test

Week 9:

October 19 - 25

Lesson 3 – Cause and Effect Writing

Week 10:

October 26 – November 1

Lesson 3 – Cause and Effect Writing

Assignment: Cause and Effect Essay Test

Week 11:

November 2 – 8

Beginning of Research Essay

Lesson 4 – MLA Citation Methods

Lesson 4 – Logic and Fallacies, Argumentation

Lesson 4 – Argumentative/Persuasive/Research Writing

Assignment: Begin Reading Novel – *Fahrenheit 451*

Week 12:

November 9 – 15

Research Essay Continued

Lesson 4 – MLA Citation Methods

Lesson 4 – Logic and Fallacies, Argumentation

Lesson 4 – Argumentative/Persuasive/Research Writing

Assignment: Logic and Fallacy Quiz

LAST DAY TO WITHDRAW – 12th November

Week 13:

November 16 – 22

Research Essay Due

Lesson 4 – Argumentative/Persuasive/Research Writing

Assignment: Persuasive (with Research) Essay Test

Week 14:

November 23 – 29

THANKSGIVING BREAK

Lesson 5 – *Fahrenheit 451* – Novel Lecture

Week 15:

November 30 – December 6

Lesson 5 – *Fahrenheit 451* – Novel Lecture

Assignment: Finish Reading the Novel

Assignment: *Fahrenheit 451* Proctored Test
Assignment: **Revisions are due midnight 6th December**
NO late or revision assignments are accepted after this date.

Week 16:

December 7 – 10

Lesson 6 – Revision and Reflection Essay

Final – Revision and Reflection Essay must be submitted by midnight, 8th October
Course ENDS at noon on 9th December.

*All assignments are due by midnight on the Sunday following the week of work. For example, Week 1 would be due by midnight on 30 August, with the noted exceptions in the calendar.

ENGL 1301.10L0, 40L0
Composition 1
Fall 2026

Instructor: Carey Gable

Office: LRC 91/SSC119

Phone: 903-782-0215

Email: cgable@parisjc.edu

Office Hours: 8-10 am Monday – Thursday, 1 hour before and after class

Meeting Location: MS 113, GC 123

Meeting Days: Monday

Meeting Times: 6-9 pm

Course Description:

ENGL 1301 Composition I Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Prerequisite: None

Corequisite: None

Required Textbook(s) and Materials:

Kirszner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Bedford/St. Martin's, 2024, ISBN: 9781319532345

Fahrenheit 451 by Ray Bradbury

ISBN: 978-1-4516-7331-9

Computer and Webcam – Some exams will be taken using Respondus Monitor and will require a webcam. A computer is needed for this course.

Course Goals and Objectives:

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. **Communication & Expression** — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
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Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
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4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
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Course Requirements and Evaluation:

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Comparison		
Cause and Effect		
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Introduction Discussion		
Academic Conventions Quiz		
Formatting and MLA Quiz		
Descriptive Writing Practice		
Logic and Fallacies Quiz		
Lab Component		20%
Total	100%	

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Class Conduct:

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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Technology Readiness Statement

To help ensure a successful start to the semester, students are strongly encouraged to review and complete the PJC IT Checklist the first day of class. The checklist provides important information and step-by-step guidance for accessing your PJC email, Blackboard, Multi-Factor Authentication (Step 3), and other essential online resources. Completing these tasks in advance can help prevent technical issues and ensure you are prepared to fully participate from the first day of the course.

The PJC IT Checklist is available at: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

If you experience any technology-related difficulties, please contact the PJC Tech Support as soon as possible for assistance.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:
Tentative (Subject to change at instructor’s discretion)

Week 1:

August 24-30

Syllabus, Course Instructions

Lesson 1 - Academic Writing, How to Write an Academic Intro and Conclusion

Lesson 1 – MLA Formatting

Lesson 2 – Descriptive Writing

Assignment: First Assignment: Syllabus Quiz (**Due Midnight 30th August**)

Assignment: Intro Discussion Post

Assignment: Formatting Quiz

Assignment: Descriptive Writing Assignment

Labs: Pretest

Labs: Essay Organization

Labs: Thesis Statements

Labs: Topic Sentences

Labs: Clause Structure

Labs: Sentence Types

Labs: Subject/Verb Agreement

Week 2:

August 31 – September 6

Lesson 2 – Narrative Writing

Assignment: Narrative Essay Test

Labs: Sentence Types

Labs: Subject/Verb Agreement

Labs: Fragments and Run-ons

Week 3:

September 7 - 13

Lesson 3 – Comparison and Contrast Writing

Assignment: Comparison and Contrast Essay Test

Labs: Comma Placement

Labs: Capitals

Labs: Verbs

Week 4:

September 14-20

Lesson 3 – Cause and Effect Writing

Assignment: Cause and Effect Essay Test

Assignment: Begin Reading Novel

Labs: Quotes

Labs: Parallelism

Labs: Post-Test

Week 5:

September 21 - 27

Beginning of Research Essay

Lesson 4 – MLA Citation Methods

Lesson 4 – Logic and Fallacies, Argumentation

Lesson 4 – Argumentative/Persuasive/Research Writing
Assignment: Logic and Fallacy Quiz

Week 6:

September 28 – October 4

Lesson 4 – Argumentative/Persuasive/Research Writing

Assignment: Persuasive (with Research) Essay Test

LAST DAY TO WITHDRAW – 1st October

Week 7:

October 5 – October 11

Lesson 5 – *Fahrenheit 451* – Novel Lecture

Assignment: Finish Reading the Novel

Assignment: *Fahrenheit 451* Proctored Test

Assignment: **Revisions are due midnight 11 October**

NO late or revision assignments are accepted after this date.

Week 8:

October 12 - 15

Lesson 6 – Revision and Reflection Essay

Final – Revision and Reflection Essay must be submitted by midnight, 13th October

Course ENDS at noon on 14th October.

*All assignments are due by midnight on the Sunday following the week of work. For example, Week 1 would be due by midnight on 30 August, with the noted exceptions in the calendar.

ENGL 2331.20E0
World Literature
Fall 2026

Instructor: Carey Gable

Office: LRC 91/SSC119

Phone: 903-782-0215

Email: cgable@parisjc.edu

Office Hours: 8-10 am Monday – Thursday, by appointment

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

ENGL 2331 World Literature (single-semester course) A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Prerequisite: ENGL 1301 Composition I

Corequisite: None

Required Textbook(s) and Materials:

This course is OER textbook. It is provided free within the course.

Computer and Webcam – Some exams will be taken using Respondus Monitor and will require a webcam. A computer is needed for this course.

Course Goals and Objectives:

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. **Communication & Expression** — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. **Critical & Creative Thinking** — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities & Cultural Literacy** — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. **Information Literacy** — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. **Personal & Civic Responsibility** — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (ENGL 2322 Course-Level):

This course is designed to prepare students with skills for lifelong learning—

1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

Course Requirements and Evaluation:

The course requires one documented essay, quizzes, discussion postings, and major exams over each module.

Essay:	20%
Module Exams:	40%
Quizzes:	30%
Discussions:	10%

Total	100%
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A – 100 – 90
B – 89 – 80
C – 79 – 70
D – 69 – 60
F – 59 – 0

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Students are expected to complete coursework honestly, using their own intellects and resources designated as allowable by the course instructor. All essays must be typed following MLA format (12-point font, Times New Roman), and will not be accepted in any other form. You can reference the Purdue OWL for further assistance in this regard.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **1st of October**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI):

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

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State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

Technology Readiness Statement

To help ensure a successful start to the semester, students are strongly encouraged to review and complete the PJC IT Checklist the first day of class. The checklist provides important information and step-by-step guidance for accessing your PJC email, Blackboard, Multi-Factor Authentication (Step 3), and other essential online resources. Completing these tasks in advance can help prevent technical issues and ensure you are prepared to fully participate from the first day of the course.

The PJC IT Checklist is available at: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

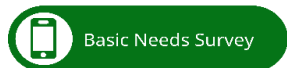
If you experience any technology-related difficulties, please contact the PJC Tech Support as soon as possible for assistance.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Tentative (Subject to change at instructor's discretion)

Module 1 – The Ancient World

Finish by 6 September

Module 2 – The Middle Ages

Finish by 13 September

Module 3 – The Renaissance

Finish by 20 September

Module 4 – The Age of Reason

Finish by 27 September

Module 5 – Age of Naturalism and Realism

Finish by October 4 October

LAST DAY TO WITHDRAW – 1st October

Module 6 – Final Exam

Course ends at noon on Wednesday, 14th October

*All assignments are due by midnight on the Sunday following the week of work. For example, Module 1 would be due by midnight on 6 September, with the noted exceptions in the calendar.

IRWS 0302.10L0, 40L0
Integrated Reading and Writing
Fall 2026

Instructor: Carey Gable

Office: LRC 91/SSC119

Phone: 903-782-0215

Email: cgable@parisjc.edu

Office Hours: 8-10 am Monday – Thursday, 1 hour before and after class

Meeting Location: MS 114, GC 123

Meeting Days: Wednesday

Meeting Times: 6-9 pm

Course Description:

“Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and/or writing. Students are placed into the course by test scores. The course may not be used to fulfill degree requirements,” (Catalog).

Credits: 3 Credit Hours, 3 Hours of class each week

TSI Requirement: 339 or below Essay 3 or below.

Prerequisite: None

Required Textbook(s) and Materials:

None

Course Goals and Objectives:

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. **Communication & Expression** — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. **Critical & Creative Thinking** — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities & Cultural Literacy** — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. **Information Literacy** — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. **Personal & Civic Responsibility** — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluation:

Grades will be determined by your writing, participation, online components, and reading assessments. Extra credit may be given at the instructor's discretion.

Class Work Average:	35%
Syllabus Quiz	
Introduction Assignment	
Conclusion Assignment	
Pre-Writing Workshop Assessment	
Essay Average:	40%
Scaffold of Essay 1 (1301 Descriptive)	
Scaffold of Essay 2 (1301 Narrative)	
Scaffold of Essay 3 (1301 Variable)	
Scaffold of Essay 4 (1301 Variable)	
Scaffold of Essay 5 (1301 Research)	
Draft of Works Cited (1301 Research)	
Assessment Average:	25%
Essay Struggles Self-Assessment	
Reflective Writing on Novel	
Improvement Plan Self-Assessment	

Total	100%

A – 100 – 90
 B – 89 – 80
 C – 79 – 70
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Required Activity:

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Tentative (Subject to change at instructor's discretion)

Week 1:

August 24–30

Syllabus, Course Instructions

Academic Writing, How to Write an Academic Intro and Conclusion

Assignment: First Assignment

Assignment: Intro Discussion Post

MLA Formatting

Pre-Writing and Grammar

Descriptive Writing

Narrative Writing

Labs

Week 2:

August 31–September 6

How to Do Research

Using the Databases

Forming an Argument

Labs

Week 3:

September 7–13

Research Argument Essay

Labs

Week 4:

September 14–20

Comparison and Contrast

Cause and Effect

Labs

Week 5:

September 21–27

Comparison and Contrast

Cause and Effect

Labs

Week 6:

September 28–October 4

Novel Study

Analysis and Writing

Labs

Week 7:

October 5–11

Revision and Reflection Essay

Labs

NO late or revision assignments are accepted after this date.

Week 8:

October 12–14

FINALS

Course ENDS at the end of class on Wednesday, October 14.

All assignments are due by midnight on the Sunday following the week of work, with the noted exceptions in the calendar. For example, Week 1 assignments are due by midnight on Sunday, August 30.

GERS 1301.20D0
Gerontology for Healthcare
Fall 2026

Instructor: LaTosha N. Ivery
Office: SS Campus 101A
Phone: 903-782-0002
Email: livery@parisjc.edu
Office Hours: email for an appointment

Meeting Location: online
Meeting Days: online
Meeting Times: online

Course Description:

Overview of the social, psychological, & biological changes that accompany aging. Focus on the implications of these changes for the individual, as well as for the larger society

Required Textbook(s) and Materials:

Gerontology for the Health Care Professional, (4th edition) Robnett, Regula, Jones & Barnett Learning ISBN: 978-1-284-14506-9; Study material in blackboard

Course Goals and Objectives:

At the completion of the course, the student will demonstrate the knowledge and ability to differentiate the multi-disciplinary aspect of theory, research, and practice in gerontology; articulate the implications of aging in American society; interpret the demographics of aging; and identify cultural aspects in aging

Course Requirements and Evaluation:

The student must achieve a final average grade of 70 or higher. The final grade will consist of exams worth 50% of final grade, Death and dying paper worth 20% and Interview Project worth 30% of Final Grade

The criteria for letter grades in this course are as follows 90-100=A; 80-89=B; 70-79=C; 60-69=D; Below 60=F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Students will conduct themselves in a professional manner. It will be the student's responsibility to read chapters and review any material in the course on blackboard before each exam. The student must complete and submit required material/course work,

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be

initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 12, 2026.**

Class Conduct:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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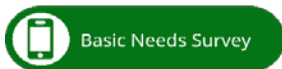
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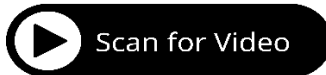
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1	Orientation	Chapter 1 and Chapter 2
Week 2		Chapter 3
Week 3		Chapter 4
Week 4		Exam 1
Week 5		Chapter 5 and Chapter 6
Week 6		Chapter 7
Week 7		Chapter 8
Week 8		Exam 2
Week 9		Interview Project week to work on
Week 10		Chapter 9 and Chapter 10
Week 11		Exam 3
Week 12		Chapter 11 and Chapter 12
Week 13		Exam 4
Week 14		Death and Dying Paper
Week 15		Work on assignments and exam
Week 16		Everything must be submitted by 12/8/26
		By 11:59 pm
Sept 09, 2026		Official Reporting Day
Nov. 12, 2026		Last Day to Drop with W for Fall Semester
11/25-11/27		Thanksgiving Break

GOVT 2305.690
United States Government
Fall 2026

Instructor: Ryan Petty
Office: Room 300, Cumby HS
Phone: 903-994-2260
Email: ryan.petty@parisjc.edu
Office Hours: 3:00 to 4:00

Meeting Location: Room 300, Cumby HS
Meeting Days: MTWH
Meeting Times: 10:15-11:05

Course Description:

A survey course of the fundamentals of how the United States Government works. United States Government include studies on the origin and development of the US Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

Credits: 3 credit hours
TSI Requirement: MTW
Prerequisite(s): N/A

Required Textbook(s) and Materials:

Ginsberg, B., Lowi, T. J., Weir, M., Tolbert, C. J., Campbell, A. L., & Spitzer, R. J. (2021). *We the People: An introduction to American Politics*. New York: W.W. Norton & Company.

Course Goals and Objectives:

1. Explain the origin and development of constitutional democracy in the United States.
2. Demonstrate knowledge of the federal system.
3. Describe separation of powers and checks and balances in theory and practice.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
5. Evaluate the role of public opinion, interest groups, and political parties in the political system.
6. Describe the rights and responsibilities of citizens.
7. Analyze issues and policies in US politics.

Course Schedule:

The class will meet on a MTWH schedule and will be taught by distance learning to the Campbell classroom.

Course Requirements and Evaluation:

<i>Student Learner Outcome</i>	<i>Maps to Core Objective</i>	<i>Assessment Tool</i>
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1) Create an argument through the use of historical evidence.	Critical Thinking Skills (CT)	Core Assessment Project Discussions, Exam
	Communication Skills (CS)	Core Assessment Project Discussions, Exam
	Personal Responsibility (PR)	Core Assessment Project Discussions, Exam
	Social Responsibility (SR)	Core Assessment Project Discussions, Exam
2) Analyze and interpret primary and secondary sources.	Critical Thinking Skills (CT)	Core Assessment Project Discussions, Exam
	Communication Skills (CS)	Core Assessment Project Discussions, Exam
	Personal Responsibility (PR)	Core Assessment Project Discussions, Exam
	Social Responsibility (SR)	Core Assessment Project Discussions, Exam
3) Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.	Critical Thinking Skills (CT)	Core Assessment Project Discussions, Exam Core Assessment Project Discussions, Exam

	<i>Communication Skills (CS)</i>	<i>Core Assessment Project Discussions, Exam</i>
	<i>Personal Responsibility (PR)</i>	<i>Core Assessment Project Discussions, Exam</i>
	<i>Social Responsibility (SR)</i>	<i>Core Assessment Project Discussions, Exam</i>

Course Policies

This course is conducted using a traditional lecture format that will use reading assignments, lectures, discussions, videos, internet assignments, instructor/student interaction, lecture capture, power point, class projects, and examinations.

Course requirements include **five exams and a writing assignment, each worth 100 points**. The final exam will not be a comprehensive test over the entire year; instead it will cover the material that follows exam #3.

You must complete each of the four 100-point exams and the 100-point writing assignment during the term. The grading scale is:

600-540 = A 539-480 = B 479-420 = C 419-360 = D Below 360 = F

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Thursday, November 12*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Artificial Intelligence Statement

The use of artificial intelligence programs or tools is prohibited in this course. As a student at Paris Junior College, it is your responsibility to maintain academic integrity, and representing work generated by artificial intelligence as your own is considered to be academic dishonesty. Each assignment submitted in this course will be subject to AI detection, so you must submit your original work for credit in this course and not have another person or technology do the work for you.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4 or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

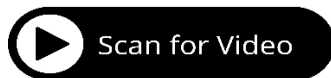
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Course Outline and Schedule -

MTWH

Week	Date	Topic	Assignments
W1	Aug.24-28	Introduction Americans and Political Values	Ch. 1
W2	Aug.31-Sept.4	Founding of the Constitution	Ch. 2
W3	Sept. 8-11	Federalism BLOCK 1 Exam	Ch. 3
W4	Sept. 14-18	Civil Liberties	Ch. 4
W5	Sept 21-25	Civil Rights	Ch. 5
W6	Sept. 28-Oct.2	Public Opinion Block 2 Exam	Ch. 6
W7	Oct. 5-9	Media and Political Information	Ch. 7
W8	Oct. 12-16	Political Parties/Interest Groups	Ch. 8
W9	Oct. 19-23	Participation, Campaigns and Elections Block 3 Exam	Ch. 9
W10	Oct. 26-30	Congress	Ch. 10
W11	Nov. 2-6	The Presidency Rights Paper Due	Ch. 11
W12	Nov. 9-13	The Federal Courts Block 4 Exam	Ch. 13

W13	Nov.16-20	The Bureaucracy	Ch. 12
W14	Nov.30-Dec.4	Domestic and Foreign Policy	Ch. 14/15
W15	Dec. 7-11	FINAL EXAM	

Paris Junior College



GOVT 2305.25D0
Federal Government
Fall 2026

Instructor: Kelly Waltman-Payne, PhD.
Office: Greenville #204, SS Adjunct Offices.
Phone: 903.457-8726
Email: kpayne@parisjc.edu

Meeting Location: online
Meeting Days: online
Meeting Times: online

Office Hours: M (GC) 10:00 am-12:15 pm
TR (SS) 9:15 am-12:15 pm
W (SS) 10:30-am 12:15 pm

Required Textbook(s) and Materials:

Web-text:

Central Ideas in American Government, Paris Jr. College 15th ed., by Soomo Learning,
ISBN: 9781954890992

Note About Inclusive Access: Access to this web-text is included with course costs and fees. Students who opt out of inclusive access will not have access to required materials. **See page 7** of this syllabus for more information.

Computer Requirement: In addition to the required web-text, students must have regular access to a computer capable of supporting Blackboard Learn, the Respondus Lockdown Browser (with webcam test monitoring), internet access, and common computer applications (e.g., Microsoft Word and PowerPoint). Phones and tablets may not be compatible with Blackboard and should not be solely relied upon to access course material.

IMPORTANT NOTE: This course is reading-intensive and may become overwhelming for students who do not effectively manage their time. The course material will be covered at a rapid pace. The risk of falling behind increases if effective time management strategies are not used.

Core Objectives:

Students completing this course will demonstrate competency in the following Core Objectives:

- 1) Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
- 2) Communication Skills—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- 3) Personal Responsibility—to include the ability to connect choices, actions, and consequences

to ethical decision-making.

- 4) Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Government Student Learning Outcomes:

Upon successful completion of this course, students will:

- 1) Explain the origin and development of constitutional democracy in the United States.
- 2) Demonstrate knowledge of the federal system.
- 3) Describe the separation of powers and checks and balances in both theory and practice.
- 4) Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
- 5) Evaluate the role of public opinion, interest groups, and political parties in the political system.
- 6) Analyze the election process.
- 7) Describe the rights and responsibilities of citizens.
- 8) Analyze issues and policies in U.S. politics.

Course Requirements and Evaluation:

- **General Course Design:** This course is organized into five modules consisting of the following assignments: a syllabus quiz, readings with embedded web-text activities (multiple choice questions, polls, and response boards embedded in, and completed through, the Soomo Learning web-text platform), homework assignments (1 per learning module), a special Assignment and two exams. Each Module also includes a “Knowledge Check” which will serve to measure for success with mastering the core objectives in this course. Each assignment provides opportunities for the accumulation of points. Collectively, course assignments provide an opportunity to accumulate up to 1000 points.
- **Important first requirement for remaining in this course: (Found in the START HERE folder)** Before moving into any learning material, you must study this syllabus and complete the syllabus quiz. You must also complete the Respondus Lockdown Browser Practice Quiz. No assignments will open in this course until these first two assignments are completed.
- **Failure to complete the Syllabus Quiz prior to the due date will result in you being dropped from the course**
- You will also complete the Intro Discussion Board and the AI Schedule Assignment in the START HERE folder. (Syllabus Quiz – 10 points; Intro Board- 5 points, Lockdown Browser Webcam Practice – 1 point, AI schedule – 10 points). 26 points total.
 - **Notice:** If you fail to attend class (or fail to complete the syllabus quiz for online only) before the official reporting date, you will be administratively withdrawn (Dropped!) from the course without exception.
- **Web-text Activities:** Web-text activities are multiple choice questions, polls, and response boards embedded in your web-text. Complete each web-text activity by the due date as you

encounter it during your readings. You are required to complete all activities in each assigned chapter. Your scores on web-text activities result in a possible accumulation of 140 points (10 points for each chapter)

- **Knowledge checks:** You will complete five knowledge checks – one per module. These are worth 50 points and are not timed. They should be taken in one sitting. You will use the resources provided inside the knowledge check link. Do not use notes, textbooks, other reference materials, search engines, or artificial intelligence. Use of unauthorized materials or assistance will be considered academic dishonesty. 50 points each. 250 points total
- **Exams:** You will complete two exams, one midterm (Exam 1) and one final exam (Exam 2). These exams will allow you to demonstrate knowledge, understanding, and higher-order thinking skills. Each exam is composed of 48-50 objective questions. You will take each of these exams with the Respondus Lockdown Browser with a webcam. You will be recorded taking the exams. Any suspicious activity is recorded on the video. You will earn up to 200 points for each exam. 400 points total
- **Investigations:** You will have the opportunity to complete 10 investigations. These are small assignments that allow you to think deeper about the issues you are reading about in the text. You can earn up to 5 points each. 50 points total
- **Special Assignments:** You will complete 5 Special Assignments – one per module. These will give you the opportunity to demonstrate your mastery of the material in that module. Look at these Special Assignments as soon as the module opens, so you can prepare well. 25 points each 125 points total

Grading scale:

Required Activity:

All students must complete the First Assignment- Syllabus Quiz located in the "Start HERE" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course. This assignment should be completed in Blackboard before September 8, 2026 11:59 pm.

Grading Scale

1000 points possible

1000-900 points – A

899-800 points – B

799-700 points – C

600-699 points – D

Less than 600 points - F

Course Policies:

Requirement to submit coursework by the due date: You should interpret an established due date as the FINAL OPPORTUNITY for submitting corresponding coursework. Demonstration of personal responsibility is a core objective of this course, and this policy will be strictly enforced in pursuit of this objective. **You should complete all assignments by the due date.** Technical difficulties are not an excuse to turn in late work.

Late work: **No late work will be accepted in this course without a doctor's note.** There are no exceptions to this policy. Please keep a calendar (or print out the calendar on the last page of the syllabus). In most cases, you have had one to two weeks (or more) to complete the work. Technology

issues are not a reason for late work. Students encountering technical issues should contact PJC Tech Support immediately. A record of this ticket will be logged and assignments extended accordingly.

Requirement to submit coursework through Blackboard: All coursework must be submitted through the college's online learning management system, Blackboard, unless instructed otherwise through official course communications. The instructor will not accept assignments submitted through email without prior approval. This allows the work to go through a Safe Assign and AI Detection programs.

Collaboration and Collusion: Students are encouraged to collaborate in learning with other students but strictly prohibited from colluding with others in completing assignments. Collaboration occurs when students share ideas, strategies, and understandings through discussion or study activities. Collusion occurs when students work with other persons to complete quizzes, tests, or any other assignment with the knowledge that the coursework will be submitted for course credit. Among other deceitful practices outlined in the Student Handbook, collusion is a form of academic dishonesty that will be reported.

Student/Instructor Communications: All students must regularly check for course communications within Dragonmail, course messages, and course announcements. You should feel comfortable contacting the instructor with any concerns or questions that may arise. The following guidelines have been established to facilitate communication efficiently. Outside of face-to-face conversation, email or Blackboard course messages are the preferred mode of student/instructor communication. To send the instructor a message, locate and select the "Course Messages" or "External Email" links on the course menu in Blackboard. Other acceptable modes of communication may include video conferencing sessions in Blackboard (available by request) or sending an email from your Dragonmail account (note: emails sent from private or high school issued email accounts may not receive an answer). Video conferencing will occur during office hours or by appointment. After sending electronic communications to the instructor, **students should expect a response within 24 hours (M-R) or the next business day** (emails received Friday through Sunday). If you contact the instructor by email, you must use your Dragonmail account or Blackboard to send and receive communications. You should identify yourself using your full name (as listed in the course) and by identifying the course and section for which you are enrolled. Be as detailed as possible when describing your questions, and be sure that your question is not due to a lack of reading the course syllabus or assignment instructions.

Important Notifications: Students should check course announcements regularly, as this method of communication will be used to dispense any important course notifications, including alterations to this course. Additional requirements communicated through course messages or other official correspondence are amendments to this syllabus if specified to be so. Receipt of notifications by course announcement is assumed.

Opening Assignments: All assignments are open according to the schedule. Students will have plenty of time to complete all assignments within the Modules prior to the posted due dates.

The instructor may make alterations or amendments to this syllabus as needed.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is November 12, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

AI Policy**Artificial intelligence (AI) Ethical Considerations and Consequences for Misuse**

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Please follow instructions inside each assignment for information about the use of AI on that specific assignment.

Multi-Factor Authentication (MFA) Requirement for Students

To help protect student accounts and personal information, students are required to use **Multi-Factor Authentication (MFA)** when accessing college systems and online resources. MFA adds an extra layer of security by requiring users to verify their identity through a second method, a Microsoft Authenticator mobile app notification in addition to their password.

How to Use MFA:

1. Log in to your college account using your username and password.
2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

Dual credit students logged in to their high school's WIFI will not be prompted for MFA.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

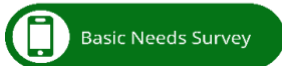
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

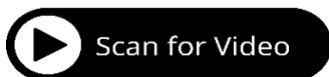
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Open date	TOPIC	READINGS ASSIGNMENTS CLASS PREPARATION	Assignments Due: all Blackboard assignments are due at 11:59 pm
8.24.26	Syllabus	Syllabus Ensure you have a computer/iPad, Chromebook capable of downloading the Respondus Lockdown Browser	Saturday 9.5.26 *Syllabus Quiz *Respondus Lockdown - Browser Practice Quiz (with webcam) - Intro Discussion Post - AI Schedule Maker - Mandatory to "unlock next assignments"
8.24.26	- The Founding - Federalism	Read Chapters 1,2	Tuesday 9.8.26 Module 1 Assignments: - Chapter 1 SOOMO - Chapter 2 SOOMO (16) Investigation (17) Investigation (18) Investigation - Knowledge Check – 1 - Special Assignment
9.8.26	- Civil Liberties - Civil Rights	Read Chapters 3,4	Tuesday 9.29.26 Module 2 Assignments: - Chapter 3 SOOMO - Chapter 4 SOOMO (20) – Investigation (21) – Investigation (22) – Investigation

			• Knowledge Check – 2 • Special Assignment
9.29.26	• The Founding • Federalism • Civil Liberties • Civil Rights	Study for mid-term exam covers material Chapters 1-4	Tuesday 10.6.26 Mid-term Exam This is a timed exam. You will take this exam in one sitting. 75 minutes/50 questions. You can use one page of handwritten notes (front and back – 8 ½ x 11”). You will show the camera your notes prior to taking the exam Taken with Respondus Lockdown Browser
9.29.26	• Congress • The Presidency • Bureaucracy • The Judiciary • Public Opinion	Read Chapters 5,6,7,8	Tuesday 10.20.26 Module 3 Assignments: • Chapter 5 SOOMO • Chapter 6 SOOMO • Chapter 7 SOOMO • Chapter 8 SOOMO • (25) Investigation • (26) Investigation • Knowledge Check 3 • Special Assignment
10.20.26	• The Media • Voting and Political Participation • Elections and Campaigns • Political Parties • Interest Groups	Read Chapters 9,10,11,12,13,14	Tuesday 11.10.26 Module 4 Assignments: • Chapter 9 SOOMO • Chapter 10 SOOMO • Chapter 11 SOOMO • Chapter 12 SOOMO • Chapter 13 SOOMO • Chapter 14 SOOMO • (41) Investigation • Knowledge Check 4 • Special Assignment
11.10.26	• Public Policy	Read Chapter 15	Tuesday 12.1.26 Module 5 Assignments: • Chapter 15 SOOMO • (45) investigation • Knowledge Check 5 • Special Assignment

12.1.26	• Congress • The Presidency • Bureaucracy • The Judiciary • Public Opinion • The Media • Voting and Political Participation • Elections and Campaigns • Political Parties • Interest Groups • Public Policy	Study for final exam covers material Chapter 5-14	Tuesday 12.8.26 Final Exam This is a timed exam. You will take this exam in one sitting. 75 minutes/50 questions. You can use one page of handwritten notes (front and back – 8 ½ x 11"). You will show the camera your notes prior to taking the exam Taken with Respondus Lockdown Browser
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**Course # GOVT 2305-78A0
Federal Government
Fall 2026**

Instructor: Crystal Tafuro
Office: 9017
Phone: 903-945-2192
Email: ctafuro@parisjc.edu
Office Hours: Monday-Friday 2:45-3:45 PM

Meeting Location: Room 9017
Meeting Days: Monday-Friday
Meeting Times: 10:05-11:00 AM

Course Description:

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Note: It is recommended that students take both semesters of government at the same institution.

Required Textbook(s) and Materials:

Web-text:

Central Ideas in American Government, Paris Jr. College 15th ed., by Soomo Learning,
ISBN: 9781954890992

Note About Inclusive Access: Access to this web-text is included with course costs and fees. Students who opt out of inclusive access will not have access to required materials. **See page 7** of this syllabus for more information.

Computer Requirement: In addition to the required web-text, students must have regular access to a computer capable of supporting Blackboard Learn, the Respondus Lockdown Browser (with webcam test monitoring), internet access, and common computer applications (e.g., Microsoft Word and PowerPoint). Phones and tablets may not be compatible with Blackboard and should not be solely relied upon to access course material.

IMPORTANT NOTE: This course is reading-intensive and may become overwhelming for students who do not effectively manage their time, particularly within the accelerated 8-week format. The course material will be covered at a rapid pace. The risk of falling behind increases if effective time management strategies are not used.

Multiple choice and short answer questions will be on available on Blackboard. Students are required to have a computer and dependable internet to access online readings and assignments.

Credits: 3

TSI Requirement: 351 R

Prerequisite(s): N/A

Core Objectives and Student Learning Outcomes:

Interpreting Objectives and Planning for Success: The Texas Higher Education Coordinating Board established the core objectives and learning outcomes of this course as requirements of the

Texas Core Curriculum. Competent demonstration of outcomes and objectives should be understood as minimum performance requirements. Students committed to success will complete all readings, assignments, and exams on time to produce acceptable evidence that objectives and outcomes have been met or exceeded.

Core Objectives:

Students completing this course will demonstrate competency in the following Core Objectives:

- 1) Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
- 2) Communication Skills—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- 3) Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.
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Government Student Learning Outcomes:

Upon successful completion of this course, students will:

- 1) Explain the origin and development of constitutional democracy in the United States.
- 2) Demonstrate knowledge of the federal system.
- 3) Describe the separation of powers and checks and balances in both theory and practice.
- 4) Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
- 5) Evaluate the role of public opinion, interest groups, and political parties in the political system.
- 6) Analyze the election process.
- 7) Describe the rights and responsibilities of citizens.
- 8) Analyze issues and policies in U.S. politics.

Course Requirements and Evaluation:

Grades in this course will be weighted. Course grades will be determined as follows:

Daily In-Class Activities:	60%
Exams:	<u>40%</u>
	100%

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Assignments and readings will be on Blackboard and given in class. Assignments not submitted by the due date and time will be counted as a late grade. Three days after the due date, the assignment will be counted as zero in the gradebook.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 12, 2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Artificial intelligence

(AI) tools are not permitted in this course. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- Example of permitted use: Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- Example of prohibited use: Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Appeal

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

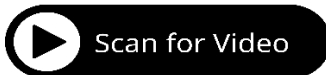
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule:

Available	Modules & Readings	Assignments	Due Date
8/24	Syllabus Reading (Complete Immediately)	Syllabus Quiz	9/8
8/24	Module 1 Topic: Foundations - Readings: <i>Central Ideas in American Government</i> , Chapters 1 & 2	Web-text Activities Chapters 1 and 2 Module 1: Homework Assignment	9/4

9/4	Module 2 Topic: Civil Liberties & Civil Rights - Readings: <i>Central Ideas in American Government</i> , Chapters 3 & 4	Web-text Activities Chapters 3 and 4 Module 2: Homework Assignment	9/18
9/18	Module 3 Topic: Institutions - Readings: <i>Central Ideas in American Government</i> , Chapters 5, 6, 7, and 8	Web-text Activities Chapters 5, 6, 7, and 8 Module 3: Homework Assignment	10/16
10/16	Module 4 Topic: Politics - Readings: <i>Central Ideas in American Government</i> , Chapters 9, 10, 11, 12, and 13	Web-text Activities Chapters 9, 10, 11, 12, and 13 Module 4: Homework Assignment	11/18
11/18	Module 5 Topic: Policy - Readings: <i>Central Ideas in American Government</i> , Chapter 15	Web-text Activities Chapter 15 Module 5: Homework Assignment	12/04

Exams	Description	Available	Due Date
Exam 1	Midterm - Objective Exam	In Class	10/12
Exam 2	Final - Objective Exam	In Class	12/7

Paris Junior College



Federal Government 2305.45A0 Syllabus

2026-2027
Fall Semester

Instructor Information

Name: James Owsley
Office Location: TBD
Office Phone: 903 217-1536
Email: jowsley@parisjc.edu
Office Hours: **by appointment.**

Course Information

Course Title: Federal Government Govt. 2305
Class Room Number: 116/118
Class Meeting Days & Times: **Tuesday, Thursday 8:00-9:15 pm**

Methods of Instruction/Course Format/Delivery: The delivery for this course is lecture based.

Course Description: Federal Government (Federal Constitution and Topics)

This course leads students through an analysis of the Constitution of the United States, the political

and philosophical foundations of American government, government institutions, political behavior,

and civic engagement. Topics of the course include the origin and development of the U.S.

Constitution, structure and powers of the national government including the legislative, executive,

and judicial branches, federalism, political participation, the national election process, public policy,

civil liberties, and civil rights.

Credits: 3

TSI Requirement: 351 R

Prerequisite(s): N/A

Required Textbook(s) and Materials:

Web-text:

Central Ideas in American Government, Paris Jr. College 15th ed., by Soomo Learning, ISBN: 9781954890992

Note About Inclusive Access: Access to this web-text is included with course costs and fees.

Students who opt out of inclusive access will not have access to required materials. See page 7 of

this syllabus for more information.

Computer Requirement: In addition to the required web-text, students must have regular access to

a computer capable of supporting Blackboard Learn, the Respondus Lockdown Browser (with

webcam test monitoring), internet access, and common computer applications (e.g., Microsoft Word

and PowerPoint). Phones and tablets may not be compatible with Blackboard and should not be

solely relied upon to access course material.

IMPORTANT NOTE: This course is reading-intensive and may become overwhelming for students who

do not effectively manage their time, particularly within the accelerated 8-week format.

The course

material will be covered at a rapid pace. The risk of falling behind increases if effective time

management strategies are not used.

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Core Objectives and Student Learning Outcomes:

Interpreting Objectives and Planning for Success: The Texas Higher Education Coordinating

Board established the core objectives and learning outcomes of this course as requirements of the

Texas Core Curriculum. Competent demonstration of outcomes and objectives should be understood as minimum performance requirements. Students committed to success will complete all

readings, assignments, and exams on time to produce acceptable evidence that objectives and

outcomes have been met or exceeded.

Core Objectives:

Students completing this course will demonstrate competency in the following Core Objectives:

1) Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.

2) Communication Skills—to include effective development, interpretation, and expression of

ideas through written, oral, and visual communication.

3) Personal Responsibility—to include the ability to connect choices, actions, and consequences

to ethical decision-making.

4) Social Responsibility—to include intercultural competence, knowledge of civic responsibility,

and the ability to engage effectively in regional, national, and global communities.

Government Student Learning Outcomes:

Upon successful completion of this course, students will:

1) Explain the origin and development of constitutional democracy in the United States.

2) Demonstrate knowledge of the federal system.

- 3) Describe the separation of powers and checks and balances in both theory and practice.**
- 4) Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.**
- 5) Evaluate the role of public opinion, interest groups, and political parties in the political system.**
- 6) Analyze the election process.**
- 7) Describe the rights and responsibilities of citizens.**
- 8) Analyze issues and policies in U.S. politics.**

Course Requirements and Evaluation:

- **General Course Design:** This course is organized into five modules consisting of the following assignments: a syllabus quiz, readings with embedded web-text activities (multiple choice questions, polls, and response boards embedded in, and completed through, the Soomo Learning web-text platform), homework assignments (1 per learning module), and two exams. Each assignment provides opportunities for the accumulation of points. Also, students can earn up to 50 points for accountability (see a description of accountability points below). Collectively, course assignments provide an opportunity to accumulate up to 1000 points. Students accumulating less than 600 points will receive a failing grade for the course.
- **Important first requirement for remaining in this course:** Before moving into any learning material, you must study this syllabus and complete the syllabus quiz. First, obtain a full understanding of the course and its requirements. After doing so, complete the syllabus quiz immediately to demonstrate and acknowledge an understanding of course requirements. The syllabus quiz is located in the “Syllabus Quiz/First Assignment” folder in Blackboard.
- o **Notice:** If you fail to attend class (or fail to complete the syllabus quiz for online only) before the official reporting date, you will be administratively withdrawn (Dropped!) from the course without exception.
- **Web-text Activities:** Web-text activities are multiple choice questions, polls, and response boards embedded in your web-text. Complete each web-text activity by the due date as you encounter it during your readings. You are required to complete all activities in each assigned chapter. Your scores on web-text activities result in a possible accumulation of 200 points toward your course total.
- **Homework Assignments:** You will complete five homework assignments, one per learning module. Homework assignments may be composed of fill-in-the-blank questions, matching questions, short essay responses, or class discussions. You will find detailed instructions for

homework assignments in each module. Each homework assignment is worth 50 points. The total value of the five homework assignments is 250 points.

- Exams: You will complete two exams, one midterm (Exam 1) and one final exam (Exam 2).

These exams will allow you to demonstrate knowledge, understanding, and higher-order thinking skills. Each exam is composed of 50 objective questions. Specific instructions and requirements for the exam are provided within the course. Exams allow you to earn up to 500 points toward your course total.

- Accountability Points: I have already awarded you 50 possible accountability points in the grade book. You will keep all 50 points by following all class policies, meeting all due dates, and regular attendance (or course access for online only). If you fail to follow policies, fail to meet assignment deadlines, miss class regularly, or fail to access the course online, accountability points will be deducted at my discretion. Failing to follow some class policies may require different or additional consequences.

Grading Criteria:

Final grades will be determined according to your total accumulation of points earned.

Point values can easily be converted to percentage points. For example, a student who accumulates 900 points at the end of the course has earned 90% of possible points. You will be able to monitor your points and

percentage progress by selecting “My Grades” in Blackboard:

Assignment Category by Points

Possible

Grading Scale

Total Points Possible = 1000

Exams 500 pts. 900 - 1000 A

HW Assignments 250 pts. 800 - 899 B

Web-text Activities 200 pts. 700 - 799 C

Accountability Points 50 pts. 600 - 699 D

Total 1000 pts. 0 - 599 F

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Course Policies:

- Requirement to submit coursework by the due date: Interpret each due date as the day an

assignment must be completed to receive full credit. Coursework not submitted by the due date

may receive zero points. Your instructor has the discretion to accept or reject late coursework

for any reason beyond those specified by Paris Junior College policy or state and federal law.

Unacceptable excuses for failure to submit assignments by the due date may include technical

difficulties and personal emergencies that occur near assignment due dates. Successful students will plan ahead and submit assignments within a timeframe that allows for adequate learning, preparation of assignments as instructed, and management of issues that may delay the proper submission of course work. If you feel you have a valid excuse for turning in an assignment late, promptly contact your instructor and explain the circumstances.

- Requirement to submit coursework online: All coursework must be submitted through the college's online learning management system, Blackboard, or the Soomo Learning's web-text platform as required, unless instructed otherwise through official course communications. The instructor will not accept assignments submitted through email without prior approval.
- Collaboration and Collusion: Students are encouraged to collaborate in learning with other students but strictly prohibited from colluding with others in completing assignments. Collaboration occurs when students share ideas, strategies, and understandings through discussion or study activities. Collusion occurs when students work with other people to complete quizzes, tests, or any other assignment with the knowledge that the coursework will be submitted for course credit. Among other deceitful practices outlined in the Student Handbook, collusion is a form of academic dishonesty that will be reported.
- Student/Instructor Communications: All students must regularly check for course communications within DragonMail, and Blackboard. You should feel comfortable contacting the instructor with any concerns or questions that may arise. Outside of face-to-face or telephone conversations (available during office hours or by appointment), email is the preferred mode of student/instructor communication. Email your instructor from your official PJC DragonMail account. Emails sent from private or high school issued email accounts may not receive an answer. Other acceptable modes of communication may include video conferencing sessions in Blackboard (available by request). Video conferencing will occur during office hours or by appointment. After sending electronic communications to the instructor, students should expect a response within 24 hours or the next business day. You should identify yourself using your full name (as listed in the course) and by identifying the course and section for which you are enrolled. Be as detailed as possible when describing your questions, and be sure that your question is not due to a lack of reading the course syllabus or assignment instructions.
- Important Notifications: Students must check course announcements regularly, as this method of communication will be used to dispense any important course notifications,

including alterations to this course. Additional requirements communicated through course messages or other official correspondence are amendments to this syllabus if specified to be so. Receipt of notifications by course announcement is assumed.

- Proctoring Requirements for Online Dual-credit Students: Dual-credit students taking an online version of this course will be required to abide by additional proctoring requirements imposed and administered by their high school. Dual-credit students with such requirements are responsible for supplying the dual-credit coordinator at their high school with a copy of this syllabus and scheduling proctored exams before the due date.
- The instructor may make alterations or amendments to this syllabus as needed.

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Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work promptly and follow due dates. The student must initiate withdrawals. The last day for a student to withdraw from a course with a grade of “W” is Tuesday, November 25, 2025.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc., before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action, such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

Social Science Department Artificial Intelligence Statement:

While AI tools are not prohibited by the Institution, improper use is highly discouraged by the Social Science Division and considered Academic Dishonesty if used on assignments,

activities, or exams where the instructor specifically stated they were not permitted. When authorized by instructors for specific assignments, students must cite any AI-generated material that informed their work (including in-text citations with quotations) to adhere to our scholarly values. Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as Academic Dishonesty.

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

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Required Course Materials (Continued):

Inclusive Access: The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the Dragon Now, PJC Inclusive Access

Program. PJC has partnered with the Follett Access Program and Soomo Learning via the PJC Bookstore to promote affordability.

This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will NOT need to purchase the required course materials

separately. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account.

You may contact the Business Office at <https://www.parisjc.edu/main/business-office/Retrieving Your Access Code for the Required Textbook>

The required e-textbook for this course is Central Ideas in American Government (Soomo Learning, 15th ed.). This textbook is provided through Paris Junior College's Inclusive Access program and is available digitally in Blackboard.

To access your textbook:

- Go to the "My Materials" link on the Content Page in your Blackboard course.
- Find the required textbook listed in this syllabus and retrieve your access code.
- Select any Soomo Learning link in the course (for example, Chapter 1 in Module 1) and follow the activation instructions.

Important: Do not opt for a free trial of the textbook. Your Inclusive Access code is included with your course and must be used for full access.

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Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not

responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law.

A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

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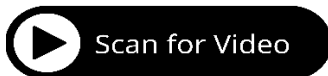
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Drop Policy

The student must notify the instructor if he/she desires to drop the course before the final date to drop. After the drop date, students may not drop. The final date for this semester is **November 12th**. The student has the responsibility to initiate a drop by requesting a withdrawal slip from the instructor. Failure to do so may result in a final grade of “F.”

Semester Schedule

WEEK	Assignments, Classroom lectures, etc.
1	➤ August 25th-Introduction and explanation of the course syllabi and course expectations ➤ August 27th-Chapter 1, The Founding and the Constitution
2	➤ September 1st-- Chapter 1, The Founding and the Constitution, Chapter 17, Data Investigation: The Land of the Free ➤ September 3th – Chapter 2, Federalism Chapter 16: Investigation: Passing the 19th Amendment
3	➤ September 8th-Chapter 3, Federalism, Chapter 18: Supreme Court Story Investigation: McCulloch v. Maryland ➤ September 10th- Chapter 3, Federalism
4	➤ September 15th- Chapter 3: Civil Libertie ➤ September 16th-Knowledge Check - 1 (PLO 3) due by 11:59pm vis Blackboard ➤ September 17th- Chapter 3: Civil Libertie, Chapter 20: Investigation: Free Speech for Students
5	➤ September 22nd-Chapter 5, Civil Rights, Chapter 22: Supreme Court Story Investigation: Brown v. Board ➤ September 24th- Chapter 5, Civil Rights, Chapter 21: Investigation: The Meaning of the Right to Privacy
6	

	September 28th- Knowledge Check - 2 (PLO 4) due by 11:59pm via Blackboard ➤ September 29th- Mid-Term Review ➤ October 1st- Mid-Term Exam
7	➤ October 6th - Chapter 5: Congress, Chapter 25: Data Investigation: Congress Divided ➤ October 8th - Chapter 6: The Presidency, Chapter 26: Investigation: The Broken Presidency
8	➤ October 13th- Chapter 6: The Presidency ➤ October 15th - Chapter 7: Bureaucracy
9	➤ October 20th- - Chapter 8: The Judiciary October 21st- Knowledge Check - 3 (PLO 2) due 11:59pm via Blackboard ➤ October 22nd- Chapter 9: Public Opinion
10	➤ October 27th- Chapter 10: The Media ➤ October 29th- Chapter 11: Voting and Political Participation
11	➤ November 3th- Chapter 12: Elections and Campaigns ➤ November 5th- Chapter 13: Political Parties, Chapter 41: Investigation: What Can Third Parties Do?
12	➤ November 10th- Chapter 14: Interest Groups November 11th- Knowledge Check - 4 (PLO 5) due 11:59pm via Blackboard ➤ November 12th- Chapter 13: Political Parties, Chapter 41: Investigation: What Can Third Parties Do?

13	➤ November 17th- Chapter 14: Interest Groups ➤ November 19th- Chapter 15: Public Policy, Chapter 45: Investigation: Foreign Policy in Two Conflicts
14	➤ November 24th- Thanksgiving Holiday ➤ November 26th- Thanksgiving Holiday
15	➤ December 1st- Chapter 15: Public Policy December 2nd-Knowledge Check - 5 (PLO 1) due 11:59pm via Blackboard ➤ December 3rd-Final Exam Review
16	➤ December 8th-Final Exam



GOVT 2305.10H0

Federal Government

Fall A 2026 (First 8-Week Term)

Instructor: Brandon Langehennig

Office: FGC A104D

Phone: (903) 782-0725

Email: blangehennig@parisjc.edu

Meeting Location: FGC 116A

Meeting Days: Monday / Wednesday

Meeting Times: 9:30 AM - 10:45 AM

Office Hours: Monday-Thursday 8:30-9:30 AM; 1:30-3:00 PM

Course Description:

Foundational Component Area: Government / Political Science

This course leads students through an analysis of the Constitution of the United States, the political and philosophical foundations of American government, government institutions, political behavior, and civic engagement. Topics of the course include the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights.

Credits: 3 SCH. Prerequisite(s): None. TSI Requirement: 351 R.

Required Textbook(s) and Materials:

Web-Text: Central Ideas in American Government, Paris Junior College 15th Edition - Soomo Learning.
ISBN: 9781954890992.

Inclusive Access

The required course materials for this class (the textbook and associated digital learning tools) are delivered through the PJC Inclusive Access Program. Through this program, students receive immediate first-day access to the required web-text at a discounted price through the campus bookstore.

The cost of the materials is automatically billed to the student account as a course charge, and students do not need to purchase the textbook separately. This ensures that all students have access to the required materials at the beginning of the term.

Students who choose to opt out of the Inclusive Access program will lose access to the required web-text and any associated learning tools used for course assignments. Because many assignments are completed within the web-text platform, opting out may prevent students from completing required coursework. Direct questions about Inclusive Access charges to the PJC Business Office or campus bookstore.

Computer Requirements

Students must have reliable access to:

- Blackboard Learn
- Respondus LockDown Browser (with webcam monitoring)
- Internet access
- Microsoft Word or equivalent software

Phones and tablets may not be fully compatible with Blackboard and should not be relied upon as the sole device for completing coursework.

Course Goals and Objectives:

Core Objectives

Students completing this course will demonstrate competency in the following core objectives:

- Critical Thinking Skills - analysis, evaluation, and synthesis of information.
- Communication Skills - effective development and expression of ideas through written, oral, and visual communication.
- Personal Responsibility - connecting choices, actions, and consequences to ethical decision-making.
- Social Responsibility - civic engagement and intercultural competence.

Government Student Learning Outcomes

Upon successful completion of this course, students will:

- Explain the origin and development of constitutional democracy in the United States.
- Demonstrate knowledge of the federal system.
- Describe the separation of powers and checks and balances in both theory and practice.
- Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
- Evaluate the role of public opinion, interest groups, and political parties in the political system.
- Analyze the election process.
- Describe the rights and responsibilities of citizens.
- Analyze issues and policies in U.S. politics.

Course Requirements and Evaluation:

Method of Instruction / Course Delivery

This course is delivered in a hybrid format. Students meet in person during scheduled class sessions and also complete online coursework through Blackboard and the Soomo Learning web-text platform. Instruction includes lecture, discussion, assigned readings, and interactive activities embedded in the web-text.

Blackboard is used for course communication, Knowledge Checks, announcements, and grade reporting.

Students are expected to attend class regularly and complete all online assignments by the listed due dates.

This course is organized into five learning modules and includes the following graded components:

- Syllabus Quiz / First Assignment (required participation activity)
- Web-text Activities
- Knowledge Checks (5)
- Exams (2)
- Syllabus Quiz and Accountability Points

Students can earn up to 1000 total points.

Assignment Breakdown

Assignment Category	Points Possible
Exams	500
Knowledge Checks	250
Web-text Activities & Investigations	200
Syllabus Quiz (5) + Accountability Points (45)	50
Total	1000

Grading Scale

A	B	C	D	F
900-1000	800-899	700-799	600-699	0-599

Assignment Descriptions

Web-Text Activities & Investigations

Web-text activities include multiple-choice questions, polls, and responses embedded within the Soomo web-text. Students will also find Investigation links in each module folder in Blackboard. Investigations are part of the Web-text Activities grade. Total possible points: 200.

Knowledge Checks

Five Knowledge Checks are aligned with the five course modules and Government Student Learning Outcomes. Complete each Knowledge Check using only the provided Primary Source Packet. No outside reference materials, search engines, or AI tools may be used. Use of unauthorized resources constitutes academic dishonesty.

Each Knowledge Check: 50 points | Total: 250 points

Exams

Two objective exams assess comprehension and analysis.

Exam 1 (Midterm): 250 points. Exam 2 (Final): 250 points | Total: 500 points

Syllabus Quiz and Accountability Points

The required Syllabus Quiz / First Assignment is worth 5 points. Students begin the course with 45 accountability points, which may be deducted for missed deadlines, attendance issues, or failure to follow course policies. Total: 50 points.

Course Schedule/Weekly Lesson Plan:

Available	Modules & Readings	Assignments	Due Date
Aug 24	Syllabus Reading Complete immediately	Syllabus / First Assignment	Aug 30
Aug 24	Module 1 Topic: Foundations Readings: <i>Central Ideas in American Government</i> , Chapters 1-2	Web-text Activities & Investigations Knowledge Check 1	Sep 6
Aug 24	Module 2 Topic: Civil Liberties & Civil Rights Readings: <i>Central Ideas in American Government</i> , Chapters 3-4	Web-text Activities & Investigations Knowledge Check 2	Sep 13
Sep 21	Module 3 Topic: Institutions Readings: <i>Central Ideas in American Government</i> , Chapters 5-8	Web-text Activities & Investigations Knowledge Check 3	Sep 27
Sep 21	Module 4 Topic: Politics Readings: <i>Central Ideas in American Government</i> , Chapters 9-13	Web-text Activities & Investigations Knowledge Check 4	Oct 4
Sep 21	Module 5 Topic: Policy Readings: <i>Central Ideas in American Government</i> , Chapter 15	Web-text Activities & Investigations Knowledge Check 5	Oct 11

Exams	Description	Format	Date
Exam 1	Midterm - Objective Exam	In Class	Sep 16
Exam 2	Final - Objective Exam	In Class	Oct 14

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

For Fall A 2026, the Official Reporting Day is August 31. The First Assignment must therefore be completed by 11:59 p.m. on Sunday, August 30, 2026. The Syllabus Quiz / First Assignment is worth 5 points.

Course Policies:

The following course-specific policies supplement the college policies below.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered.

Submission of Coursework

Submit assignments through Blackboard or the Soomo platform as required unless otherwise instructed. Late work, or work submitted incorrectly or by any other means, may receive reduced credit or zero credit at the instructor's discretion.

Collaboration vs. Collusion

Students are encouraged to collaborate in studying and discussing course material. However, collusion - working together on graded assignments meant to be completed individually - is strictly prohibited and considered academic dishonesty.

Course Communication

Students must regularly check Blackboard announcements and PJC email. Students may also send and receive course communications through Blackboard Course Messages, by telephone, and by text message to or from the instructor's office phone. Instructor responses to email are typically provided within 24 hours on business days.

Class Attendance:

Class attendance is critical to successfully completing this course. For online courses, students must complete work in a timely manner and follow due dates. Students must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is Thursday, October 1, 2026.

IMPORTANT: Students must participate in the course by the Official Reporting Day (ORD), August 31, 2026, to avoid being dropped for non-participation. Participation requires completing the required First Assignment or another meaningful course activity as directed.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, students are expected to engage in honest academic endeavor with the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such

activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Course-specific expectation: Knowledge Checks and exams are individual assessments. Students may not use unauthorized reference materials, search engines, AI tools, or assistance from another person when completing them. A violation will result in a zero on the affected assessment and may result in additional sanctions under this Academic Honesty policy.

Social Science Department AI Policy

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific - approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline - with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you return to your normal activities, take added precautions over the next five days, such as extra hygiene measures, wearing masks, and physical distancing, if possible, when you are around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be notified through Blackboard announcements and/or PJC student email.

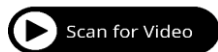
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.





GOVT 2305.20E0

Federal Government

Fall A 2026 (First 8-Week Term)

Instructor: Ken Hanushek

Meeting Location: Online

Office: FCG A104F

Meeting Days: Online

Phone: (903) 782-0767

Meeting Times: Online

Email: khanushek@parisjc.edu

Office Hours: MTWR 8:30-10:30; 1:30-2:30; other times by appointment

Course Description:

Foundational Component Area: Government / Political Science

This course leads students through an analysis of the Constitution of the United States, the political and philosophical foundations of American government, government institutions, political behavior, and civic engagement. Topics of the course include the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights.

Credits: 3 SCH. Prerequisite(s): None. TSI Requirement: 351 R.

Required Textbook(s) and Materials:

Web-Text: Central Ideas in American Government, Paris Junior College 15th Edition - Soomo Learning.
ISBN: 9781954890992.

Inclusive Access

The required course materials for this class (the textbook and associated digital learning tools) are delivered through the PJC Inclusive Access Program. Through this program, students receive immediate first-day access to the required web-text at a discounted price through the campus bookstore.

The cost of the materials is automatically billed to the student account as a course charge, and students do not need to purchase the textbook separately. This ensures that all students have access to the required materials at the beginning of the term.

Students who choose to opt out of the Inclusive Access program will lose access to the required web-text and any associated learning tools used for course assignments. Because many assignments are completed within the web-text platform, opting out may prevent students from completing required coursework. Direct questions about Inclusive Access charges to the PJC Business Office or campus bookstore.

Computer Requirements

Students must have reliable access to:

- Blackboard Learn
- Respondus LockDown Browser (with webcam monitoring)
- Internet access
- Microsoft Word or equivalent software

Phones and tablets may not be fully compatible with Blackboard and should not be relied upon as the sole device for completing coursework.

Course Goals and Objectives:

Core Objectives

Students completing this course will demonstrate competency in the following core objectives:

- Critical Thinking Skills - analysis, evaluation, and synthesis of information.
- Communication Skills - effective development and expression of ideas through written, oral, and visual communication.
- Personal Responsibility - connecting choices, actions, and consequences to ethical decision-making.
- Social Responsibility - civic engagement and intercultural competence.

Government Student Learning Outcomes

Upon successful completion of this course, students will:

- Explain the origin and development of constitutional democracy in the United States.
- Demonstrate knowledge of the federal system.
- Describe the separation of powers and checks and balances in both theory and practice.
- Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
- Evaluate the role of public opinion, interest groups, and political parties in the political system.
- Analyze the election process.
- Describe the rights and responsibilities of citizens.
- Analyze issues and policies in U.S. politics.

Course Requirements and Evaluation:

Method of Instruction / Course Delivery

This course is delivered fully online through Blackboard. Instruction is organized into learning modules that include assigned readings, instructional materials, and interactive activities embedded in the Soomo Learning webtext platform. Blackboard is used for course communication, assignment submission, course announcements, and grade reporting. Students are expected to engage with course materials regularly and complete all assignments by the listed due dates.

This course is organized into five learning modules and includes the following graded components:

- Syllabus Quiz / First Assignment (required participation activity)
- Web-text Activities
- Knowledge Checks (5)
- Exams (2)
- Syllabus Quiz and Accountability Points

Students can earn up to 1000 total points.

Assignment Breakdown

Assignment Category	Points Possible
Exams	500
Knowledge Checks	250
Web-text Activities & Investigations	200
Syllabus Quiz (5) + Accountability Points (45)	50
Total	1000

Grading Scale

A	B	C	D	F
900-1000	800-899	700-799	600-699	0-599

Assignment Descriptions

Web-Text Activities & Investigations

Web-text activities include multiple-choice questions, polls, and responses embedded within the Soomo web-text. Students will also find Investigation links in each module folder in Blackboard. Investigations are part of the Web-text Activities grade. Total possible points: 200.

Knowledge Checks

Five Knowledge Checks are aligned with the five course modules and Government Student Learning Outcomes. Complete each Knowledge Check using only the provided Primary Source Packet. No outside reference materials, search engines, or AI tools may be used. Use of unauthorized resources constitutes academic dishonesty.

Each Knowledge Check: 50 points | Total: 250 points

Exams

Two objective exams assess comprehension and analysis.

Exam 1 (Midterm): 250 points. Exam 2 (Final): 250 points | Total: 500 points

Syllabus Quiz and Accountability Points

The required Syllabus Quiz / First Assignment is worth 5 points. Students begin the course with 45 accountability points, which may be deducted for missed deadlines, attendance issues, or failure to follow course policies. Total: 50 points.

Course Schedule/Weekly Lesson Plan:

Available	Modules & Readings	Assignments	Due Date
Aug 24	Syllabus Reading Complete immediately	Syllabus / First Assignment	Aug 30
Aug 24	Module 1 Topic: Foundations Readings: <i>Central Ideas in American Government</i> , Chapters 1-2	Web-text Activities & Investigations Knowledge Check 1	Sep 6
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Sep 21	Module 5 Topic: Policy Readings: <i>Central Ideas in American Government</i> , Chapter 15	Web-text Activities & Investigations Knowledge Check 5	Oct 11

Exams	Description	Format	Date
Exam 1	Midterm - Objective Exam	Online	Sep 15
Exam 2	Final - Objective Exam	Online	Oct 13

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

For Fall A 2026, the Official Reporting Day is August 31. The First Assignment must therefore be completed by 11:59 p.m. on Sunday, August 30, 2026. The Syllabus Quiz / First Assignment is worth 5 points.

Course Policies:

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reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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Course-specific expectation: Knowledge Checks and exams are individual assessments. Students may not use unauthorized reference materials, search engines, AI tools, or assistance from another person when completing them. A violation will result in a zero on the affected assessment and may result in additional sanctions under this Academic Honesty policy.

Social Science Department AI Policy

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You can return to your normal activities when, for at least 24 hours, both are true:

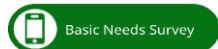
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2. You have not had a fever (and are not using fever-reducing medication).

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Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be notified through Blackboard announcements and/or PJC student email.

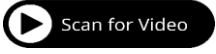
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.





GOVT 2305.20E1

Federal Government

Fall A 2026 (First 8-Week Term)

Instructor: Ken Hanushek

Meeting Location: Online

Office: FCG A104F

Meeting Days: Online

Phone: (903) 782-0767

Meeting Times: Online

Email: khanushek@parisjc.edu

Office Hours: MTWR 8:30-10:30; 1:30-2:30; other times by appointment

Course Description:

Foundational Component Area: Government / Political Science

This course leads students through an analysis of the Constitution of the United States, the political and philosophical foundations of American government, government institutions, political behavior, and civic engagement. Topics of the course include the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights.

Credits: 3 SCH. Prerequisite(s): None. TSI Requirement: 351 R.

Required Textbook(s) and Materials:

Web-Text: Central Ideas in American Government, Paris Junior College 15th Edition - Soomo Learning.
ISBN: 9781954890992.

Inclusive Access

The required course materials for this class (the textbook and associated digital learning tools) are delivered through the PJC Inclusive Access Program. Through this program, students receive immediate first-day access to the required web-text at a discounted price through the campus bookstore.

The cost of the materials is automatically billed to the student account as a course charge, and students do not need to purchase the textbook separately. This ensures that all students have access to the required materials at the beginning of the term.

Students who choose to opt out of the Inclusive Access program will lose access to the required web-text and any associated learning tools used for course assignments. Because many assignments are completed within the web-text platform, opting out may prevent students from completing required coursework. Direct questions about Inclusive Access charges to the PJC Business Office or campus bookstore.

Computer Requirements

Students must have reliable access to:

- Blackboard Learn
- Respondus LockDown Browser (with webcam monitoring)
- Internet access
- Microsoft Word or equivalent software

Phones and tablets may not be fully compatible with Blackboard and should not be relied upon as the sole device for completing coursework.

Course Goals and Objectives:

Core Objectives

Students completing this course will demonstrate competency in the following core objectives:

- Critical Thinking Skills - analysis, evaluation, and synthesis of information.
- Communication Skills - effective development and expression of ideas through written, oral, and visual communication.
- Personal Responsibility - connecting choices, actions, and consequences to ethical decision-making.
- Social Responsibility - civic engagement and intercultural competence.

Government Student Learning Outcomes

Upon successful completion of this course, students will:

- Explain the origin and development of constitutional democracy in the United States.
- Demonstrate knowledge of the federal system.
- Describe the separation of powers and checks and balances in both theory and practice.
- Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
- Evaluate the role of public opinion, interest groups, and political parties in the political system.
- Analyze the election process.
- Describe the rights and responsibilities of citizens.
- Analyze issues and policies in U.S. politics.

Course Requirements and Evaluation:

Method of Instruction / Course Delivery

This course is delivered fully online through Blackboard. Instruction is organized into learning modules that include assigned readings, instructional materials, and interactive activities embedded in the Soomo Learning webtext platform. Blackboard is used for course communication, assignment submission, course announcements, and grade reporting. Students are expected to engage with course materials regularly and complete all assignments by the listed due dates.

This course is organized into five learning modules and includes the following graded components:

- Syllabus Quiz / First Assignment (required participation activity)
- Web-text Activities
- Knowledge Checks (5)
- Exams (2)
- Syllabus Quiz and Accountability Points

Students can earn up to 1000 total points.

Assignment Breakdown

Assignment Category	Points Possible
Exams	500
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Web-text Activities & Investigations	200
Syllabus Quiz (5) + Accountability Points (45)	50
Total	1000

Grading Scale

A	B	C	D	F
900-1000	800-899	700-799	600-699	0-599

Assignment Descriptions

Web-Text Activities & Investigations

Web-text activities include multiple-choice questions, polls, and responses embedded within the Soomo web-text. Students will also find Investigation links in each module folder in Blackboard. Investigations are part of the Web-text Activities grade. Total possible points: 200.

Knowledge Checks

Five Knowledge Checks are aligned with the five course modules and Government Student Learning Outcomes. Complete each Knowledge Check using only the provided Primary Source Packet. No outside reference materials, search engines, or AI tools may be used. Use of unauthorized resources constitutes academic dishonesty.

Each Knowledge Check: 50 points | Total: 250 points

Exams

Two objective exams assess comprehension and analysis.

Exam 1 (Midterm): 250 points. Exam 2 (Final): 250 points | Total: 500 points

Syllabus Quiz and Accountability Points

The required Syllabus Quiz / First Assignment is worth 5 points. Students begin the course with 45 accountability points, which may be deducted for missed deadlines, attendance issues, or failure to follow course policies. Total: 50 points.

Course Schedule/Weekly Lesson Plan:

Available	Modules & Readings	Assignments	Due Date
Aug 24	Syllabus Reading Complete immediately	Syllabus / First Assignment	Aug 30
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Exams	Description	Format	Date
Exam 1	Midterm - Objective Exam	Online	Sep 15
Exam 2	Final - Objective Exam	Online	Oct 13

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

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Course Policies:

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Submit assignments through Blackboard or the Soomo platform as required unless otherwise instructed. Late work, or work submitted incorrectly or by any other means, may receive reduced credit or zero credit at the instructor's discretion.

Collaboration vs. Collusion

Students are encouraged to collaborate in studying and discussing course material. However, collusion - working together on graded assignments meant to be completed individually - is strictly prohibited and considered academic dishonesty.

Course Communication

Students must regularly check Blackboard announcements and PJC email. Students may also send and receive course communications through Blackboard Course Messages, by telephone, and by text message to or from the instructor's office phone. Instructor responses to email are typically provided within 24 hours on business days.

Class Attendance:

Class attendance is critical to successfully completing this course. For online courses, students must complete work in a timely manner and follow due dates. Students must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is Thursday, October 1, 2026.

IMPORTANT: Students must participate in the course by the Official Reporting Day (ORD), August 31, 2026, to avoid being dropped for non-participation. Participation requires completing the required First Assignment or another meaningful course activity as directed.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty

reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, students are expected to engage in honest academic endeavor with the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Course-specific expectation: Knowledge Checks and exams are individual assessments. Students may not use unauthorized reference materials, search engines, AI tools, or assistance from another person when completing them. A violation will result in a zero on the affected assessment and may result in additional sanctions under this Academic Honesty policy.

Social Science Department AI Policy

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific - approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline - with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

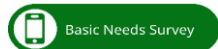
1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you return to your normal activities, take added precautions over the next five days, such as extra hygiene measures, wearing masks, and physical distancing, if possible, when you are around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be notified through Blackboard announcements and/or PJC student email.

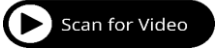
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.





GOVT 2305.25D1

Federal Government

Fall 2026 (Regular 16-Week Semester)

Instructor: Brandon Langehennig

Meeting Location: Online

Office: FGC A104D

Meeting Days: Online

Phone: (903) 782-0725

Meeting Times: Online

Email: blangehennig@parisjc.edu

Office Hours: Monday-Thursday 8:30-9:30 AM; 1:30-3:00 PM

Course Description:

Foundational Component Area: Government / Political Science

This course leads students through an analysis of the Constitution of the United States, the political and philosophical foundations of American government, government institutions, political behavior, and civic engagement. Topics of the course include the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights.

Credits: 3 SCH. Prerequisite(s): None. TSI Requirement: 351 R.

Required Textbook(s) and Materials:

Web-Text: Central Ideas in American Government, Paris Junior College 15th Edition - Soomo Learning.
ISBN: 9781954890992.

Inclusive Access

The required course materials for this class (the textbook and associated digital learning tools) are delivered through the PJC Inclusive Access Program. Through this program, students receive immediate first-day access to the required web-text at a discounted price through the campus bookstore.

The cost of the materials is automatically billed to the student account as a course charge, and students do not need to purchase the textbook separately. This ensures that all students have access to the required materials at the beginning of the term.

Students who choose to opt out of the Inclusive Access program will lose access to the required web-text and any associated learning tools used for course assignments. Because many assignments are completed within the web-text platform, opting out may prevent students from completing required coursework. Direct questions about Inclusive Access charges to the PJC Business Office or campus bookstore.

Computer Requirements

Students must have reliable access to:

- Blackboard Learn
- Respondus LockDown Browser (with webcam monitoring)
- Internet access
- Microsoft Word or equivalent software

Phones and tablets may not be fully compatible with Blackboard and should not be relied upon as the sole device for completing coursework.

Course Goals and Objectives:

Core Objectives

Students completing this course will demonstrate competency in the following core objectives:

- Critical Thinking Skills - analysis, evaluation, and synthesis of information.
- Communication Skills - effective development and expression of ideas through written, oral, and visual communication.
- Personal Responsibility - connecting choices, actions, and consequences to ethical decision-making.
- Social Responsibility - civic engagement and intercultural competence.

Government Student Learning Outcomes

Upon successful completion of this course, students will:

- Explain the origin and development of constitutional democracy in the United States.
- Demonstrate knowledge of the federal system.
- Describe the separation of powers and checks and balances in both theory and practice.
- Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
- Evaluate the role of public opinion, interest groups, and political parties in the political system.
- Analyze the election process.
- Describe the rights and responsibilities of citizens.
- Analyze issues and policies in U.S. politics.

Course Requirements and Evaluation:

Method of Instruction / Course Delivery

This course is delivered fully online through Blackboard. Instruction is organized into learning modules that include assigned readings, instructional materials, and interactive activities embedded in the Soomo Learning webtext platform. Blackboard is used for course communication, assignment submission, course announcements, and grade reporting. Students are expected to engage with course materials regularly and complete all assignments by the listed due dates.

This course is organized into five learning modules and includes the following graded components:

- Syllabus Quiz / First Assignment (required participation activity)
- Web-text Activities
- Knowledge Checks (5)
- Exams (2)
- Syllabus Quiz and Accountability Points

Students can earn up to 1000 total points.

Assignment Breakdown

Assignment Category	Points Possible
Exams	500
Knowledge Checks	250
Web-text Activities & Investigations	200
Syllabus Quiz (5) + Accountability Points (45)	50
Total	1000

Grading Scale

A	B	C	D	F
900-1000	800-899	700-799	600-699	0-599

Assignment Descriptions

Web-Text Activities & Investigations

Web-text activities include multiple-choice questions, polls, and responses embedded within the Soomo web-text. Students will also find Investigation links in each module folder in Blackboard. Investigations are part of the Web-text Activities grade. Total possible points: 200.

Knowledge Checks

Five Knowledge Checks are aligned with the five course modules and Government Student Learning Outcomes. Complete each Knowledge Check using only the provided Primary Source Packet. No outside reference materials, search engines, or AI tools may be used. Use of unauthorized resources constitutes academic dishonesty.

Each Knowledge Check: 50 points | Total: 250 points

Exams

Two objective exams assess comprehension and analysis.

Exam 1 (Midterm): 250 points. Exam 2 (Final): 250 points | Total: 500 points

Syllabus Quiz and Accountability Points

The required Syllabus Quiz / First Assignment is worth 5 points. Students begin the course with 45 accountability points, which may be deducted for missed deadlines, attendance issues, or failure to follow course policies. Total: 50 points.

Course Schedule/Weekly Lesson Plan:

Available	Modules & Readings	Assignments	Due Date
Aug 24	Syllabus Reading Complete immediately	Syllabus / First Assignment	Sep 8
Aug 24	Module 1 Topic: Foundations Readings: <i>Central Ideas in American Government</i> , Chapters 1-2	Web-text Activities & Investigations Knowledge Check 1	Sep 20
Aug 24	Module 2 Topic: Civil Liberties & Civil Rights Readings: <i>Central Ideas in American Government</i> , Chapters 3-4	Web-text Activities & Investigations Knowledge Check 2	Oct 11
Oct 19	Module 3 Topic: Institutions Readings: <i>Central Ideas in American Government</i> , Chapters 5-8	Web-text Activities & Investigations Knowledge Check 3	Nov 1
Oct 19	Module 4 Topic: Politics Readings: <i>Central Ideas in American Government</i> , Chapters 9-13	Web-text Activities & Investigations Knowledge Check 4	Nov 22
Oct 19	Module 5 Topic: Policy Readings: <i>Central Ideas in American Government</i> , Chapter 15	Web-text Activities & Investigations Knowledge Check 5	Dec 6

Exams	Description	Format	Date
Exam 1	Midterm - Objective Exam	Online	Oct 13
Exam 2	Final - Objective Exam	Online	Dec 8

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

For Fall 2026, the Official Reporting Day is September 9. The First Assignment must therefore be completed by 11:59 p.m. on Tuesday, September 8, 2026. The Syllabus Quiz / First Assignment is worth 5 points.

Course Policies:

The following course-specific policies supplement the college policies below.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered.

Submission of Coursework

Submit assignments through Blackboard or the Soomo platform as required unless otherwise instructed. Late work, or work submitted incorrectly or by any other means, may receive reduced credit or zero credit at the instructor's discretion.

Collaboration vs. Collusion

Students are encouraged to collaborate in studying and discussing course material. However, collusion - working together on graded assignments meant to be completed individually - is strictly prohibited and considered academic dishonesty.

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Class Attendance:

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Complaint Procedures:

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ADA Statement:

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You can return to your normal activities when, for at least 24 hours, both are true:

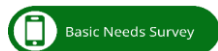
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Syllabus Subject to Change

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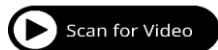
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

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GOVT 2305.80A0

Federal Government

Fall 2026 (Regular 16-Week Semester)

Instructor: Norma Wright

Meeting Location: Online

Office: LCR 120

Meeting Days: Online

Phone: (903) 782-00401

Meeting Times: Online

Email: nwright@parisjc.edu

Office Hours: Monday-Thursday 8:00 am-5:00 PM; Friday 8:00 PM -12:00 PM

Course Description:

Foundational Component Area: Government / Political Science

This course leads students through an analysis of the Constitution of the United States, the political and philosophical foundations of American government, government institutions, political behavior, and civic engagement. Topics of the course include the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights.

Credits: 3 SCH. Prerequisite(s): None. TSI Requirement: 351 R.

Required Textbook(s) and Materials:

Web-Text: Central Ideas in American Government, Paris Junior College 15th Edition - Soomo Learning.
ISBN: 9781954890992.

Inclusive Access

The required course materials for this class (the textbook and associated digital learning tools) are delivered through the PJC Inclusive Access Program. Through this program, students receive immediate first-day access to the required web-text at a discounted price through the campus bookstore.

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Computer Requirements

Students must have reliable access to:

- Blackboard Learn
- Respondus LockDown Browser (with webcam monitoring)
- Internet access
- Microsoft Word or equivalent software

Phones and tablets may not be fully compatible with Blackboard and should not be relied upon as the sole device for completing coursework.

Course Goals and Objectives:

Core Objectives

Students completing this course will demonstrate competency in the following core objectives:

- Critical Thinking Skills - analysis, evaluation, and synthesis of information.
- Communication Skills - effective development and expression of ideas through written, oral, and visual communication.
- Personal Responsibility - connecting choices, actions, and consequences to ethical decision-making.
- Social Responsibility - civic engagement and intercultural competence.

Government Student Learning Outcomes

Upon successful completion of this course, students will:

- Explain the origin and development of constitutional democracy in the United States.
- Demonstrate knowledge of the federal system.
- Describe the separation of powers and checks and balances in both theory and practice.
- Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
- Evaluate the role of public opinion, interest groups, and political parties in the political system.
- Analyze the election process.
- Describe the rights and responsibilities of citizens.
- Analyze issues and policies in U.S. politics.

Course Requirements and Evaluation:

Method of Instruction / Course Delivery

This course is delivered fully online through Blackboard. Instruction is organized into learning modules that include assigned readings, instructional materials, and interactive activities embedded in the Soomo Learning webtext platform. Blackboard is used for course communication, assignment submission, course announcements, and grade reporting. Students are expected to engage with course materials regularly and complete all assignments by the listed due dates.

This course is organized into five learning modules and includes the following graded components:

- Syllabus Quiz / First Assignment (required participation activity)
- Web-text Activities
- Knowledge Checks (5)
- Exams (2)
- Syllabus Quiz and Accountability Points

Students can earn up to 1000 total points.

Assignment Breakdown

Assignment Category	Points Possible
Exams	500
Knowledge Checks	250
Web-text Activities & Investigations	200
Syllabus Quiz (5) + Accountability Points (45)	50
Total	1000

Grading Scale

A	B	C	D	F
900-1000	800-899	700-799	600-699	0-599

Assignment Descriptions

Web-Text Activities & Investigations

Web-text activities include multiple-choice questions, polls, and responses embedded within the Soomo web-text. Students will also find Investigation links in each module folder in Blackboard. Investigations are part of the Web-text Activities grade. Total possible points: 200.

Knowledge Checks

Five Knowledge Checks are aligned with the five course modules and Government Student Learning Outcomes. Complete each Knowledge Check using only the provided Primary Source Packet. No outside reference materials, search engines, or AI tools may be used. Use of unauthorized resources constitutes academic dishonesty.

Each Knowledge Check: 50 points | Total: 250 points

Exams

Two objective exams assess comprehension and analysis.

Exam 1 (Midterm): 250 points. Exam 2 (Final): 250 points | Total: 500 points

Syllabus Quiz and Accountability Points

The required Syllabus Quiz / First Assignment is worth 5 points. Students begin the course with 45 accountability points, which may be deducted for missed deadlines, attendance issues, or failure to follow course policies. Total: 50 points.

Course Schedule/Weekly Lesson Plan:

Available	Modules & Readings	Assignments	Due Date
Aug 24	Syllabus Reading Complete immediately	Syllabus / First Assignment	Sep 8
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Oct 19	Module 3 Topic: Institutions Readings: <i>Central Ideas in American Government</i> , Chapters 5-8	Web-text Activities & Investigations Knowledge Check 3	Nov 1
Oct 19	Module 4 Topic: Politics Readings: <i>Central Ideas in American Government</i> , Chapters 9-13	Web-text Activities & Investigations Knowledge Check 4	Nov 22
Oct 19	Module 5 Topic: Policy	Web-text Activities & Investigations Knowledge Check 5	Dec 6

Available	Modules & Readings	Assignments	Due Date
	Readings: <i>Central Ideas in American Government</i> , Chapter 15		

Exams	Description	Format	Date
Exam 1	Midterm - Objective Exam	Online	Oct 13
Exam 2	Final - Objective Exam	Online	Dec 8

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

For Fall 2026, the Official Reporting Day is September 9. The First Assignment must therefore be completed by 11:59 p.m. on Tuesday, September 8, 2026. The Syllabus Quiz / First Assignment is worth 5 points.

Course Policies:

The following course-specific policies supplement the college policies below.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered.

Submission of Coursework

Submit assignments through Blackboard or the Soomo platform as required unless otherwise instructed. Late work, or work submitted incorrectly or by any other means, may receive reduced credit or zero credit at the instructor's discretion.

Collaboration vs. Collusion

Students are encouraged to collaborate in studying and discussing course material. However, collusion - working together on graded assignments meant to be completed individually - is strictly prohibited and considered academic dishonesty.

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Class Attendance:

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IMPORTANT: Students must participate in the course by the Official Reporting Day (ORD), September 9, 2026, to avoid being dropped for non-participation. Participation requires completing the required First Assignment or another meaningful course activity as directed.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, students are expected to engage in honest academic endeavor with the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Course-specific expectation: Knowledge Checks and exams are individual assessments. Students may not use unauthorized reference materials, search engines, AI tools, or assistance from another person when completing them. A violation will result in a zero on the affected assessment and may result in additional sanctions under this Academic Honesty policy.

Social Science Department AI Policy

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

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Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline - with instructor approval and proper citation.
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This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date

accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

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ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

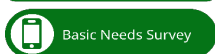
1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you return to your normal activities, take added precautions over the next five days, such as extra hygiene measures, wearing masks, and physical distancing, if possible, when you are around other people indoors.

Syllabus Subject to Change

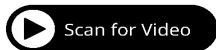
This syllabus is subject to change at any time. When changes are made, students will be notified through Blackboard announcements and/or PJC student email.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023. If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.





GOVT 2306.10H0

Texas Government

Fall A 2026 (First 8-Week Term)

Instructor: Brandon Langehennig

Office: FGC A104D

Phone: (903) 782-0725

Email: blangehennig@parisjc.edu

Meeting Location: FGC 116A

Meeting Days: Tuesday / Thursday

Meeting Times: 9:30 AM - 10:45 PM

Office Hours: Monday-Thursday 8:30-9:30 AM; 1:30-3:00 PM

Course Description:

Foundational Component Area: Government / Political Science

This course leads students through an analysis of the Texas Constitution and the politics and people of the state, including contemporary challenges that Texans must confront through civic engagement, effective leadership, and policy development. Topics include the origin and development of the Texas Constitution, political institutions of state and local government, federalism and intergovernmental relations, political participation, the election process, public policy, and the political culture of Texas.

Credits: 3 SCH. Prerequisite(s): None. TSI Requirement: 351 R.

Required Textbook(s) and Materials:

Web-Text: Texas Politics, Paris Junior College 12th Edition - Soomo Learning. ISBN: 9781963859003.

Inclusive Access

The required course materials for this class (the textbook and associated digital learning tools) are delivered through the PJC Inclusive Access Program. Through this program, students receive immediate first-day access to the required web-text at a discounted price through the campus bookstore.

The cost of the materials is automatically billed to the student account as a course charge, and students do not need to purchase the textbook separately. This ensures that all students have access to the required materials at the beginning of the term.

Students who choose to opt out of the Inclusive Access program will lose access to the required web-text and any associated learning tools used for course assignments. Because many assignments are completed within the web-text platform, opting out may prevent students from completing required coursework. Direct questions about Inclusive Access charges to the PJC Business Office or campus bookstore.

Computer Requirements

Students must have reliable access to:

- Blackboard Learn
- Respondus LockDown Browser (with webcam monitoring)
- Internet access
- Microsoft Word or equivalent software

Phones and tablets may not be fully compatible with Blackboard and should not be relied upon as the sole device for completing coursework.

Course Goals and Objectives:

Core Objectives

Students completing this course will demonstrate competency in the following core objectives:

- Critical Thinking Skills - analysis, evaluation, and synthesis of information.
- Communication Skills - effective development and expression of ideas through written, oral, and visual communication.
- Personal Responsibility - connecting choices, actions, and consequences to ethical decision-making.
- Social Responsibility - civic engagement and intercultural competence.

Government Student Learning Outcomes

Upon successful completion of this course, students will:

- Explain the origin and development of the Texas Constitution.
- Describe state and local political systems and their relationship with the federal government.
- Describe separation of powers and checks and balances in Texas government.
- Demonstrate knowledge of the legislative, executive, and judicial branches of Texas government.
- Evaluate the role of public opinion, interest groups, and political parties in Texas.
- Analyze the state and local election process.
- Identify the rights and responsibilities of citizens.
- Analyze issues, policies, and the political culture of Texas.

Course Requirements and Evaluation:

Method of Instruction / Course Delivery

This course is delivered in a hybrid format. Students meet in person during scheduled class sessions and also complete online coursework through Blackboard and the Soomo Learning web-text platform. Instruction includes lecture, discussion, assigned readings, and interactive activities embedded in the web-text.

Blackboard is used for course communication, Knowledge Checks, announcements, and grade reporting.

Students are expected to attend class regularly and complete all online assignments by the listed due dates.

This course is organized into five learning modules and includes the following graded components:

- Syllabus Quiz / First Assignment (required participation activity)
- Web-text Activities
- Knowledge Checks (5)
- Exams (2)
- Syllabus Quiz and Accountability Points

Students can earn up to 1000 total points.

Assignment Breakdown

Assignment Category	Points Possible
Exams	500
Knowledge Checks	250
Web-text Activities	200
Syllabus Quiz (5) + Accountability Points (45)	50
Total	1000

Grading Scale

A	B	C	D	F
900-1000	800-899	700-799	600-699	0-599

Assignment Descriptions

Web-Text Activities

Activities embedded within the Soomo web-text include multiple-choice questions, polls, and responses. Total possible points: 200.

Knowledge Checks

Five Knowledge Checks are aligned with the five course modules and Government Student Learning Outcomes. Complete each Knowledge Check using only the provided Primary Source Packet. No outside reference materials, search engines, or AI tools may be used. Use of unauthorized resources constitutes academic dishonesty.

Each Knowledge Check: 50 points | Total: 250 points

Exams

Two objective exams assess comprehension and analysis.

Exam 1 (Midterm): 250 points. Exam 2 (Final): 250 points | Total: 500 points

Syllabus Quiz and Accountability Points

The required Syllabus Quiz / First Assignment is worth 5 points. Students begin the course with 45 accountability points, which may be deducted for missed deadlines, attendance issues, or failure to follow course policies. Total: 50 points.

Course Schedule/Weekly Lesson Plan:

Available	Modules & Readings	Assignments	Due Date
Aug 24	Syllabus Reading Complete immediately	Syllabus / First Assignment	Aug 30
Aug 24	Module 1 Topic: Political Culture and People of Texas Readings: <i>Texas Politics</i> , Chapter 1	Web-text Activities Knowledge Check 1	Sep 6
Aug 24	Module 2 Topic: Texas Constitutions and Federalism Readings: <i>Texas Politics</i> , Chapters 2-3	Web-text Activities Knowledge Check 2	Sep 13
Sep 21	Module 3 Topic: Institutions of Texas Government Readings: <i>Texas Politics</i> , Chapters 4-9	Web-text Activities Knowledge Check 3	Sep 27
Sep 21	Module 4 Topic: Texas Politics Readings: <i>Texas Politics</i> , Chapters 10-12	Web-text Activities Knowledge Check 4	Oct 4
Sep 21	Module 5 Topic: Public Policy in Texas Readings: <i>Texas Politics</i> , Chapters 13-14	Web-text Activities Knowledge Check 5	Oct 11

Exams	Description	Format	Date
Exam 1	Midterm - Objective Exam	In Class	Sep 17
Exam 2	Final - Objective Exam	In Class	Oct 15

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

For Fall A 2026, the Official Reporting Day is August 31. The First Assignment must therefore be completed by 11:59 p.m. on Sunday, August 30, 2026. The Syllabus Quiz / First Assignment is worth 5 points.

Course Policies:

The following course-specific policies supplement the college policies below.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered.

Submission of Coursework

Submit assignments through Blackboard or the Soomo platform as required unless otherwise instructed. Late work, or work submitted incorrectly or by any other means, may receive reduced credit or zero credit at the instructor's discretion.

Collaboration vs. Collusion

Students are encouraged to collaborate in studying and discussing course material. However, collusion - working together on graded assignments meant to be completed individually - is strictly prohibited and considered academic dishonesty.

Course Communication

Students must regularly check Blackboard announcements and PJC email. Students may also send and receive course communications through Blackboard Course Messages, by telephone, and by text message to or from the instructor's office phone. Instructor responses to email are typically provided within 24 hours on business days.

Class Attendance:

Class attendance is critical to successfully completing this course. For online courses, students must complete work in a timely manner and follow due dates. Students must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is Thursday, October 1, 2026.

IMPORTANT: Students must participate in the course by the Official Reporting Day (ORD), August 31, 2026, to avoid being dropped for non-participation. Participation requires completing the required First Assignment or another meaningful course activity as directed.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, students are expected to engage in honest academic endeavor with the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the

appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

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Syllabus Subject to Change

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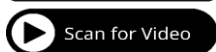
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GOVT 2306.20E0

Texas Government

Fall A 2026 (First 8-Week Term)

Instructor: Brandon Langehennig

Meeting Location: Online

Office: FGC A104D

Meeting Days: Online

Phone: (903) 782-0725

Meeting Times: Online

Email: blangehennig@parisjc.edu

Office Hours: Monday-Thursday 8:30-9:30 AM; 1:30-3:00 PM

Course Description:

Foundational Component Area: Government / Political Science

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Credits: 3 SCH. Prerequisite(s): None. TSI Requirement: 351 R.

Required Textbook(s) and Materials:

Web-Text: Texas Politics, Paris Junior College 12th Edition - Soomo Learning. ISBN: 9781963859003.

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Core Objectives

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- Evaluate the role of public opinion, interest groups, and political parties in Texas.
- Analyze the state and local election process.
- Identify the rights and responsibilities of citizens.
- Analyze issues, policies, and the political culture of Texas.

Course Requirements and Evaluation:

Method of Instruction / Course Delivery

This course is delivered fully online through Blackboard. Instruction is organized into learning modules that include assigned readings, instructional materials, and interactive activities embedded in the Soomo Learning webtext platform. Blackboard is used for course communication, assignment submission, course announcements, and grade reporting. Students are expected to engage with course materials regularly and complete all assignments by the listed due dates.

This course is organized into five learning modules and includes the following graded components:

- Syllabus Quiz / First Assignment (required participation activity)
- Web-text Activities
- Knowledge Checks (5)
- Exams (2)
- Syllabus Quiz and Accountability Points

Students can earn up to 1000 total points.

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Assignment Category	Points Possible
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Assignment Descriptions

Web-Text Activities

Activities embedded within the Soomo web-text include multiple-choice questions, polls, and responses. Total possible points: 200.

Knowledge Checks

Five Knowledge Checks are aligned with the five course modules and Government Student Learning Outcomes. Complete each Knowledge Check using only the provided Primary Source Packet. No outside reference materials, search engines, or AI tools may be used. Use of unauthorized resources constitutes academic dishonesty.

Each Knowledge Check: 50 points | Total: 250 points

Exams

Two objective exams assess comprehension and analysis.

Exam 1 (Midterm): 250 points. Exam 2 (Final): 250 points | Total: 500 points

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Exams	Description	Format	Date
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Exam 2	Final - Objective Exam	Online	Oct 13

Required Activity:

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Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you return to your normal activities, take added precautions over the next five days, such as extra hygiene measures, wearing masks, and physical distancing, if possible, when you are around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be notified through Blackboard announcements and/or PJC student email.

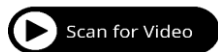
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.





GOVT 2306.20E0

Texas Government

Fall A 2026 (First 8-Week Term)

Instructor: Brandon Langehennig

Meeting Location: Online

Office: FGC A104D

Meeting Days: Online

Phone: (903) 782-0725

Meeting Times: Online

Email: blangehennig@parisjc.edu

Office Hours: Monday-Thursday 8:30-9:30 AM; 1:30-3:00 PM

Course Description:

Foundational Component Area: Government / Political Science

This course leads students through an analysis of the Texas Constitution and the politics and people of the state, including contemporary challenges that Texans must confront through civic engagement, effective leadership, and policy development. Topics include the origin and development of the Texas Constitution, political institutions of state and local government, federalism and intergovernmental relations, political participation, the election process, public policy, and the political culture of Texas.

Credits: 3 SCH. Prerequisite(s): None. TSI Requirement: 351 R.

Required Textbook(s) and Materials:

Web-Text: Texas Politics, Paris Junior College 12th Edition - Soomo Learning. ISBN: 9781963859003.

Inclusive Access

The required course materials for this class (the textbook and associated digital learning tools) are delivered through the PJC Inclusive Access Program. Through this program, students receive immediate first-day access to the required web-text at a discounted price through the campus bookstore.

The cost of the materials is automatically billed to the student account as a course charge, and students do not need to purchase the textbook separately. This ensures that all students have access to the required materials at the beginning of the term.

Students who choose to opt out of the Inclusive Access program will lose access to the required web-text and any associated learning tools used for course assignments. Because many assignments are completed within the web-text platform, opting out may prevent students from completing required coursework. Direct questions about Inclusive Access charges to the PJC Business Office or campus bookstore.

Computer Requirements

Students must have reliable access to:

- Blackboard Learn
- Respondus LockDown Browser (with webcam monitoring)
- Internet access
- Microsoft Word or equivalent software

Phones and tablets may not be fully compatible with Blackboard and should not be relied upon as the sole device for completing coursework.

Course Goals and Objectives:

Core Objectives

Students completing this course will demonstrate competency in the following core objectives:

- Critical Thinking Skills - analysis, evaluation, and synthesis of information.
- Communication Skills - effective development and expression of ideas through written, oral, and visual communication.
- Personal Responsibility - connecting choices, actions, and consequences to ethical decision-making.
- Social Responsibility - civic engagement and intercultural competence.

Government Student Learning Outcomes

Upon successful completion of this course, students will:

- Explain the origin and development of the Texas Constitution.
- Describe state and local political systems and their relationship with the federal government.
- Describe separation of powers and checks and balances in Texas government.
- Demonstrate knowledge of the legislative, executive, and judicial branches of Texas government.
- Evaluate the role of public opinion, interest groups, and political parties in Texas.
- Analyze the state and local election process.
- Identify the rights and responsibilities of citizens.
- Analyze issues, policies, and the political culture of Texas.

Course Requirements and Evaluation:

Method of Instruction / Course Delivery

This course is delivered fully online through Blackboard. Instruction is organized into learning modules that include assigned readings, instructional materials, and interactive activities embedded in the Soomo Learning webtext platform. Blackboard is used for course communication, assignment submission, course announcements, and grade reporting. Students are expected to engage with course materials regularly and complete all assignments by the listed due dates.

This course is organized into five learning modules and includes the following graded components:

- Syllabus Quiz / First Assignment (required participation activity)
- Web-text Activities
- Knowledge Checks (5)
- Exams (2)
- Syllabus Quiz and Accountability Points

Students can earn up to 1000 total points.

Assignment Breakdown

Assignment Category	Points Possible
Exams	500
Knowledge Checks	250
Web-text Activities	200
Syllabus Quiz (5) + Accountability Points (45)	50
Total	1000

Grading Scale

A	B	C	D	F
900-1000	800-899	700-799	600-699	0-599

Assignment Descriptions

Web-Text Activities

Activities embedded within the Soomo web-text include multiple-choice questions, polls, and responses. Total possible points: 200.

Knowledge Checks

Five Knowledge Checks are aligned with the five course modules and Government Student Learning Outcomes. Complete each Knowledge Check using only the provided Primary Source Packet. No outside reference materials, search engines, or AI tools may be used. Use of unauthorized resources constitutes academic dishonesty.

Each Knowledge Check: 50 points | Total: 250 points

Exams

Two objective exams assess comprehension and analysis.

Exam 1 (Midterm): 250 points. Exam 2 (Final): 250 points | Total: 500 points

Syllabus Quiz and Accountability Points

The required Syllabus Quiz / First Assignment is worth 5 points. Students begin the course with 45 accountability points, which may be deducted for missed deadlines, attendance issues, or failure to follow course policies. Total: 50 points.

Course Schedule/Weekly Lesson Plan:

Available	Modules & Readings	Assignments	Due Date
Aug 24	Syllabus Reading Complete immediately	Syllabus / First Assignment	Aug 30
Aug 24	Module 1 Topic: Political Culture and People of Texas Readings: <i>Texas Politics</i> , Chapter 1	Web-text Activities Knowledge Check 1	Sep 6
Aug 24	Module 2 Topic: Texas Constitutions and Federalism Readings: <i>Texas Politics</i> , Chapters 2-3	Web-text Activities Knowledge Check 2	Sep 13
Sep 21	Module 3 Topic: Institutions of Texas Government Readings: <i>Texas Politics</i> , Chapters 4-9	Web-text Activities Knowledge Check 3	Sep 27
Sep 21	Module 4 Topic: Texas Politics Readings: <i>Texas Politics</i> , Chapters 10-12	Web-text Activities Knowledge Check 4	Oct 4
Sep 21	Module 5 Topic: Public Policy in Texas Readings: <i>Texas Politics</i> , Chapters 13-14	Web-text Activities Knowledge Check 5	Oct 11

Exams	Description	Format	Date
Exam 1	Midterm - Objective Exam	Online	Sep 20
Exam 2	Final - Objective Exam	Online	Oct 13

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

For Fall A 2026, the Official Reporting Day is August 31. The First Assignment must therefore be completed by 11:59 p.m. on Sunday, August 30, 2026. The Syllabus Quiz / First Assignment is worth 5 points.

Course Policies:

The following course-specific policies supplement the college policies below.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered.

Submission of Coursework

Submit assignments through Blackboard or the Soomo platform as required unless otherwise instructed. Late work, or work submitted incorrectly or by any other means, may receive reduced credit or zero credit at the instructor's discretion.

Collaboration vs. Collusion

Students are encouraged to collaborate in studying and discussing course material. However, collusion - working together on graded assignments meant to be completed individually - is strictly prohibited and considered academic dishonesty.

Course Communication

Students must regularly check Blackboard announcements and PJC email. Students may also send and receive course communications through Blackboard Course Messages, by telephone, and by text message to or from the instructor's office phone. Instructor responses to email are typically provided within 24 hours on business days.

Class Attendance:

Class attendance is critical to successfully completing this course. For online courses, students must complete work in a timely manner and follow due dates. Students must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is Thursday, October 1, 2026.

IMPORTANT: Students must participate in the course by the Official Reporting Day (ORD), August 31, 2026, to avoid being dropped for non-participation. Participation requires completing the required First Assignment or another meaningful course activity as directed.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, students are expected to engage in honest academic endeavor with the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such

activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Course-specific expectation: Knowledge Checks and exams are individual assessments. Students may not use unauthorized reference materials, search engines, AI tools, or assistance from another person when completing them. A violation will result in a zero on the affected assessment and may result in additional sanctions under this Academic Honesty policy.

Social Science Department AI Policy

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific - approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline - with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

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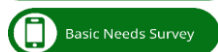
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Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be notified through Blackboard announcements and/or PJC student email.

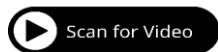
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GOVT 2306.91A0

Texas Government

Fall 2026 (Regular 16-Week Semester)

Instructor: Dottie Ulrich

Meeting Location: RCHS CCA 205

Office: RCHS CCA 205

Meeting Days: Monday-Friday

Phone: 972-636-9991

Meeting Times: See RCHS Schedule

Email: dottie.ulrich@rcisd.org

Office Hours: Wednesday Morning and Afternoon

Course Description:

Foundational Component Area: Government / Political Science

This course leads students through an analysis of the Texas Constitution and the politics and people of the state, including contemporary challenges that Texans must confront through civic engagement, effective leadership, and policy development. Topics include the origin and development of the Texas Constitution, political institutions of state and local government, federalism and intergovernmental relations, political participation, the election process, public policy, and the political culture of Texas.

Credits: 3 SCH. Prerequisite(s): None. TSI Requirement: 351 R.

Required Textbook(s) and Materials:

Web-Text: Texas Politics, Paris Junior College 12th Edition - Soomo Learning. ISBN: 9781963859003.

Inclusive Access

The required course materials for this class (the textbook and associated digital learning tools) are delivered through the PJC Inclusive Access Program. Through this program, students receive immediate first-day access to the required web-text at a discounted price through the campus bookstore.

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Computer Requirements

Students must have reliable access to:

- Blackboard Learn
- Respondus LockDown Browser (with webcam monitoring)
- Internet access
- Google Classroom
- Microsoft Word or equivalent software

Phones and tablets may not be fully compatible with Blackboard and should not be relied upon as the sole device for completing coursework.

Course Goals and Objectives:

Core Objectives

Students completing this course will demonstrate competency in the following core objectives:

- Critical Thinking Skills - analysis, evaluation, and synthesis of information.
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- Social Responsibility - civic engagement and intercultural competence.

Government Student Learning Outcomes

Upon successful completion of this course, students will:

- Explain the origin and development of the Texas Constitution.
- Describe state and local political systems and their relationship with the federal government.
- Describe separation of powers and checks and balances in Texas government.
- Demonstrate knowledge of the legislative, executive, and judicial branches of Texas government.
- Evaluate the role of public opinion, interest groups, and political parties in Texas.
- Analyze the state and local election process.
- Identify the rights and responsibilities of citizens.
- Analyze issues, policies, and the political culture of Texas.

Course Requirements and Evaluation:

Method of Instruction / Course Delivery

This course is delivered in person. Instruction is organized into learning modules that include assigned readings, instructional materials, and interactive activities embedded in the Soomo Learning webtext platform. Blackboard is used for course communication, assignment submission, course announcements, and grade reporting. Google Classroom will be used for course communication, assignment submission, course announcements as appropriate.

Students are expected to engage with course materials regularly and complete all assignments by the listed due dates.

This course is organized into five learning modules and includes the following graded components:

- Syllabus Quiz / First Assignment (required participation activity)
- Knowledge Checks (5) and Web-text Activities as designed by the university
- Current Event Assignments (13)
- Activity Assignments (4)
- Exams (4)
- Discussion Assignments (7)

Assignment Breakdown

Assignment Category	Weight
Current Event Assignments and Knowledge Checks	20%
Activity and Discussion Assignments	30%
Exams	50%
Total	100%

Grading Scale

A	B	C	D	F
90-100	80-89	70-79	60-69	0-59

Assignment Descriptions

Current Event Assignments and Knowledge Checks

- Each week, students will complete a current event assignment that connects with unit content. The format, related support materials, and rubric will be provided in Google Classroom.
 - The dates and times for these assignments are on the course outline calendar and in Google Classroom. **Late assignments will not be accepted.**
- Five Knowledge Checks are aligned with the five course modules and Government Student Learning Outcomes. Complete each Knowledge Check using only the provided Primary Source Packet. No outside reference materials, search engines, or AI tools may be used. Use of unauthorized resources constitutes academic dishonesty.

Total weight: 20%

Activity and Discussion Assignments

- Four assignments aligned with the course. Students will complete writing assignments in which they will analyze issues, policies and political culture of the United States, evaluate the role of public opinion, interest groups, and political parties, and describe state and local political systems.
 - Students will produce written, oral, and/or visual evidence of knowledge of course material. Assignment descriptions as well as rubrics and citation requirements will be provided in Google Classroom.
 - These assignments will vary in terms of format, however, they could include: brief simulations, responding to prompts, or over provided videos, news stories, and unit content. The amount of time per activity will vary depending on the type. The dates and times for these assignments on the course outline calendar and in Google Classroom. **Late assignments will not be accepted.**
- Discussions will be completed every two weeks and will be driven by warm up and closing tasks. The seven discussions will be scored as two assignment grades.

Total Weight: 30%

Exams

Four objective exams assessing comprehension and analysis.

Exam	Description	Percentage of overall category
Exam 1	Unit 1 Exam	12.5%
Exam 2	Unit 2 Exam	12.5%
Exam 3	Unit 3 Exam	12.5%
Final Exam	Cumulative-Units 1-4	12.5%
	Total	50%

Course Schedule/Weekly Lesson Plan:

Knowledge Check dates will be added when available from PJC.

Week of	Week	<i>Texas Politics Webtext</i> Chapter and Topic	Graded Assignment
8/17	Week 1	Ch 1 Political Culture	Current Event #1 Regions Poster Activity
8/24	Week 2	Ch 1 Political Culture Ch 2 Texas Constitution	Current Event #2 Discussion #1

Week of	Week	<i>Texas Politics Webtext Chapter and Topic</i>	Graded Assignment
			Syllabus Quiz
8/31	Week 3	Ch 2 Texas Constitution	Current Event #3
9/7 Student Holiday Mon	Week 4	Ch 3 Federalism	Current Event #4 Discussion #2
9/14	Week 5	Ch 3 Federalism	Current Event #5
9/21 Student Holiday Mon and Tues	Week 6	Ch 11 Political Parties Ch 10 Campaigns and Elections	Unit 1 Test Current Event #6 Discussion #3 Senate Debate Activity-TBD Candidates
10/5	Week 7	Ch 12 Interest Groups	Current Event #7 Assign Interest Groups Activity
10/12 Fall Break			
10/19 Student Holiday Mon	Week 8	Ch 5 The Legislature	Current Event #8 Discussion #4 Unit 2 Test
10/26	Week 9	Ch 5 The Legislature	Current Event #9 Interest Groups Activity
11/2	Week 10	Ch 6 The Executive Branch Ch 7 The Governor	Current Event #10 Discussion #5
11/9	Week 11	Ch 6 The Executive Branch Ch 7 The Governor Ch 8 The Judicial Branch	Current Event #11
11/16	Week 12	Ch 8 The Judicial Branch	Assign County Activity Current Event #12 Discussion #6
11/10	Week 13	Ch 9 Local Government	Unit 3 Test Current Event #13
11/24 Thanksgiving			
11/30	Week 14	Ch 13 Public Policy Ch 14 Criminal Justice System	County Activity due Discussion #7
12/7	Week 15	Review	Comprehensive Final Exam

Exam	Description	Expected Week-not exact date
Exam 1	Unit 1 Exam	Week 6-9/21

Exam	Description	Expected Week-not exact date
Exam 2	Unit 2 Exam	Week 8-10/19
Exam 3	Unit 3 Exam	Week13-11/10
Final Exam	Cumulative-Units 1-4	Week 15-12/7

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

For Fall 2026, the Official Reporting Day is September 9. The First Assignment must therefore be completed by 11:59 p.m. on Tuesday, September 8, 2026.

Course Policies:

The following course-specific policies supplement the college policies below.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. Students are responsible for regularly checking their PJC and Bulldog email and maintaining access. Communications sent to the PJC and Bulldog email address will be considered delivered.

Submission of Coursework

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Class Attendance:

Class attendance is critical to successfully completing this course. Students must complete work in a timely manner and follow due dates. Students must initiate withdrawals. The last day for a student to withdraw from a course with a grade of **"W"** is **Thursday, November 12, 2026**.

IMPORTANT: Students must participate in the course by the Official Reporting Day (ORD), September 9, 2026, to avoid being dropped for non-participation. Participation requires completing the required First Assignment or another meaningful course activity as directed.

Class Conduct:

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Social Science Department AI Policy

Ethical Considerations and Consequences for Misuse

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Permitted and Prohibited Use

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- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline - with instructor approval and proper citation.
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Detection and Verification

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It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you return to your normal activities, take added precautions over the next five days, such as extra hygiene measures, wearing masks, and physical distancing, if possible, when you are around other people indoors.

Syllabus Subject to Change

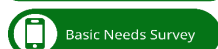
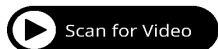
This syllabus is subject to change at any time. When changes are made, students will be notified through Google Classroom, Blackboard announcements and/or PJC student email.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



HART 1301 10B0
BASIC ELECTRICITY FOR HVAC
FALL 2026

Instructor: Gary Boyett
Office: WTC 1052
Phone: 903-782-0347
Email: gboyett@parisjc.edu
Office Hours: 7:30 – 8:00 a.m, 2:30 - 4:30 p.m. MTWR
Or by appointment

Meeting Location: WTC 906
Meeting Days: MTWR
Meeting Times: 8 a.m. to 12:00

Course Description:

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

Credits:
SCH = 3.2.4
TSI Requirement: N/A
Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.
Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title	Refrigeration and Air Conditioning Technology, 8th Edition
Author	Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein
ISBN	978-1-305-57829-6
Publisher	Delmar Cengage Learning
Publication Date	January 1, 2016

Title	Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's Refrigeration and Air Conditioning Technology, 8th Edition (MUST BE NEW)
Author	John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson
ISBN	978-1-305-57870-8
Publisher	Delmar Cengage Learning
Publication Date	February 26, 2016

Course Goals and Objectives:

Demonstrate knowledge of basic principles of electricity, electrical current, circuitry, and air conditioning devices; apply Ohm's law to electrical calculations; perform electrical continuity, voltage, and current tests with appropriate meters; and demonstrate electrical safety.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

some of the areas that you will be graded on in the lab are safety, attitude, cleanliness, care of tools, following instruction, team work, initiative, lab projects and the amount of time absent.

the grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

Course Policies

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is OCTOBER 1st.

BEING LATE AND LEAVING THE CLASSROOM OR LABORATORY WITHOUT PERMISSION THREE (3) TIMES WILL COUNT AS ONE (1) ABSENCE. EXCESSIVE ABSENCE WILL BE REFLECTED IN YOUR GRADES OR COULD LEAD TO YOUR BEING DROPPED FROM THE COURSE.

Class Conduct:

Please turn off or silence and put away all cell phones, iPads, headphones, earbuds, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others

will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. ***These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.***

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Tools and materials are provided for the student to work with in our lab. however, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. do not be wasteful. you are learning to be a professional technician. professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

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BREAKS ARE AT THE DISCRETION OF THE INSTRUCTOR. Students may leave the air conditioning and refrigeration building only for breaks.

TESTS:

Tests must be taken on the day scheduled by the instructor. no student will be allowed to make up a test without a written doctor's excuse or proof of a death in the family. If you know that you must be out on a test date you should make arrangements to take the test on an earlier date.

SUBJECT: GENERAL POLICY

NO SLEEPING IN CLASS OR LAB: Sleeping during lecture time will not be tolerated. Sleeping when you are supposed to be working in the lab will not be tolerated. **STUDENTS IN VIOLATION OF THIS RULE WILL BE GIVEN A ZERO FOR THE DAY. NO EXCEPTIONS.**

SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. students shall not engage in conduct constituting sexual harassment of other students or instructors.

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PERSONAL BUSINESS:

Students should arrange to take care of personal business, doctor's appointments, etc. outside of school hours.

HORSEPLAY:

Horseplay will not be tolerated as it can result in serious injury to yourself and others. Use common sense in these matters.

SAFETY:

Follow all safety rules and instructions. Take care of yourself and others.

PROFESSIONAL CONDUCT:

All students are expected to behave in a mature and professional manner you are training to work in a professional and demanding career. Let's not lose sight of this.

SMOKING:

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SPITTING, DIPPING, AND CHEWING:

PJC is a smoke free and tobacco free campus. Smoking is only permitted in designated areas. No smoking, dipping, or spitting is allowed inside the building. Snacks and drinks will be allowed as long as trash is not left in the classrooms or shop.

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RESPONSIBILITY:

It is the student's responsibility to know and follow all rules, to be aware of and make all test dates and to complete all assigned work on time.

NOTICE: CRIMINAL BACKGROUND -

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about our background and licensure, please speak with your faculty member. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

NOTICE: CAMPUS CARRY OF CONCEALED HANDGUNS -

"Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter H, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun".

Carrying of concealed handguns anywhere within the confines of the heating, air conditioning, and refrigeration department is prohibited. **(PLEASE BE AWARE OF THE SIGNS THAT ARE POSTED AT EACH ENTRANCE.)**

Artificial Intelligence (AI) Tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

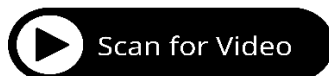
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION	SHOP TOUR	N/A
2	SILVER SOLDER	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Ch 12/Take CH 12 Quiz Using Lab Book
3	SILVER SOLDER	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Ch 12/Take CH 12 Quiz Using Lab Book
4	SILVER SOLDER	Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Ch 12/Take CH 12 Quiz Using Lab Book
	SILVER SOLDER	Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution	Read Ch 12/Take CH 12 Quiz Using Lab Book
5	SILVER SOLDER	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Ch 12/Take CH 12 Quiz Using Lab Book

6	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test During In Class
7	12.1-12.15	Wire series and parallel circuits on "ohms law" practice board. Practice basic troubleshooting on practice board.	Read Ch 12/Take CH 12 Quiz Using Lab Book
8	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Read Ch 12/Take CH 12 Quiz Using Lab Book
9	12.16-12.23	Practice safe use of voltmeter and ammeter to take electrical measurements with voltage on.	Read Ch 12/Take CH 12 Quiz Using Lab Book
10	CH 12 TEST	Practice wiring and running shaded-pole motors; split-phase motors with current and solid-state relays.	Read Ch 12/Take CH 12 Quiz Using Lab Book/Ch 12 Test Using Blackboard
11	17.1-17.10	Practice troubleshooting, installing and wiring motors	Read Ch 17/Take CH 17 Quiz Using Lab Book
12	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test During In Class
13	17.11-17.15	Practice wiring and running shaded-pole motors; CSCR motors with start assist and hard start kits.	Read Ch 17/Take CH 17 Quiz Using Lab Book
14	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test During In Class
15	17.16-17.30	Practice wiring and running 3 phase motors/ belt drive motors	Read Ch 17/Take CH 17 Quiz Using Lab Book
16	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Read Ch 17/Take CH 17 Quiz Using Lab Book
17	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test During In Class
18	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Read Ch 17/Take CH 17 Quiz Using Lab Book
19	TEST CH 17	Practice troubleshooting, installing and wiring motors	Read Ch 17/Take CH 17 Quiz Using Lab Book/Ch 17 Test Using Blackboard
20	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test In Class
21	18.1-18.7	Practice wiring and troubleshooting motor controls	Read Ch 18/Take CH 18 Quiz Using Lab Book
22	TEST CH 18	Practice use of schematics and symbols to troubleshoot assigned units.	Read Ch 18/Take CH 18 Quiz Using Lab Book/Take Ch 18 Test Using Blackboard
23	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test In Class
24	19.1-19.12	Troubleshooting, repair, and installation of electric motors.	Read Ch 19/Take CH 19 Quiz Using Lab Book

25	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test In Class
26	TEST CH 19	Practice troubleshooting, installing and wiring motors	Read Ch 19/Take Ch 19 Quiz Using Lab Book/Ch 19 Test Using Blackboard
27	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Read Ch 19/Take Ch 19 Quiz Using Lab Book/Ch 19 Test Using Blackboard
28	20.1-20.14	Practice troubleshooting, installing and wiring motors	Read Ch 20/Take Ch 20 Quiz Using Lab Book
29	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test In Class
30	TEST CH 20	Practice use of schematics and symbols to troubleshoot assigned units.	Read Ch 20/Take Ch 20 Quiz Using Lab Book/Ch 20 Test Using Blackboard
31	FINAL TEST	FINAL TEST	

HART 1301 40B00
BASIC ELECTRICITY FOR HVAC
Fall 2026

Instructor: Dusty Hines

Office: GV A116

Phone: 903-259-5909

Email: dhines@parisjc.edu

Office Hours: 7:30 – 8:00 a.m., 9:00 – 11:30, 5:30 – 6:00 p.m. MTWR

Or by appointment

Meeting Location: GV A-116

Meeting Days: MTWR

Meeting Times: 6:00 pm to 10:00

Course Description:

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title **Refrigeration and Air Conditioning Technology, 8th Edition**

Author Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein

ISBN 978-1-305-57829-6

Publisher Delmar Cengage Learning

Publication Date January 1, 2016

Title **Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's Refrigeration and Air Conditioning Technology, 8th Edition (MUST BE NEW)**

Author John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson

ISBN 978-1-305-57870-8

Publisher Delmar Cengage Learning

Publication Date February 26, 2016

Course Goals and Objectives:

Demonstrate knowledge of basic principles of electricity, electrical current, circuitry, and air conditioning devices; apply Ohm's law to electrical calculations; perform electrical continuity, voltage, and current tests with appropriate meters; and demonstrate electrical safety.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

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SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies**Class Attendance:**

Being late and leaving the classroom or laboratory without permission three (3) times will count as one (1) absence. Excessive absence will be reflected in your grades or could lead to your being dropped from the course.

Class attendance is critical for the successful completion of this course. *For the online portion of this course, students must complete work in a timely manner and follow due dates.*

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is OCTOBER 1st.

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Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the

community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION	SHOP TOUR	N/A
2	SILVER SOLDER	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Ch 12/Take CH 12 Quiz Using Lab Book
3	SILVER SOLDER	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Ch 12/Take CH 12 Quiz Using Lab Book
4	SILVER SOLDER	Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Ch 12/Take CH 12 Quiz Using Lab Book
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6	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test During In Class
7	12.1-12.15	Wire series and parallel circuits on "ohms law" practice board. Practice basic troubleshooting on practice board.	Read Ch 12/Take CH 12 Quiz Using Lab Book
8	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Read Ch 12/Take CH 12 Quiz Using Lab Book
9	12.16-12.23	Practice safe use of voltmeter and ampmeter to take electrical measurements with voltage on.	Read Ch 12/Take CH 12 Quiz Using Lab Book

10	CH 12 TEST	Practice wiring and running shaded-pole motors; split-phase motors with current and solid-state relays.	Read Ch 12/Take CH 12 Quiz Using Lab Book/Ch 12 Test Using Blackboard
11	17.1-17.10	Practice troubleshooting, installing and wiring motors	Read Ch 17/Take CH 17 Quiz Using Lab Book
12	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test During In Class
13	17.11-17.15	Practice wiring and running shaded-pole motors; CSCR motors with start assist and hard start kits.	Read Ch 17/Take CH 17 Quiz Using Lab Book
14	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test During In Class
15	17.16-17.30	Practice wiring and running 3 phase motors/belt drive motors	Read Ch 17/Take CH 17 Quiz Using Lab Book
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21	18.1-18.7	Practice wiring and troubleshooting motor controls	Read Ch 18/Take CH 18 Quiz Using Lab Book
22	TEST CH 18	Practice use of schematics and symbols to troubleshoot assigned units.	Read Ch 18/Take CH 18 Quiz Using Lab Book/Take Ch 18 Test Using Blackboard
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24	19.1-19.12	Troubleshooting, repair, and installation of electric motors.	Read Ch 19/Take CH 19 Quiz Using Lab Book
25	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test In Class
26	TEST CH 19	Practice troubleshooting, installing and wiring motors	Read Ch 19/Take Ch 19 Quiz Using Lab Book/Ch 19 Test Using Blackboard
27	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Read Ch 19/Take Ch 19 Quiz Using Lab Book/Ch 19 Test Using Blackboard
28	20.1-20.14	Practice troubleshooting, installing and wiring motors	Read Ch 20/Take Ch 20 Quiz Using Lab Book
29	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test In Class
30	TEST CH 20	Practice use of schematics and symbols to troubleshoot assigned units.	Read Ch 20/Take Ch 20 Quiz Using Lab Book/Ch 20 Test Using Blackboard
31	FINAL TEST	FINAL TEST	

HART 1301 40B01
BASIC ELECTRICITY FOR HVAC
Fall 2026

Instructor: Chris Bardrick
Office: GV A 117
Phone: 903 454 8736
Email: cbardrick@parisjc.edu

Meeting Location: GV A 116
Meeting Days: MTWR
Meeting Times: 5:00 pm 10:00

Office Hours: 7:30 – 8:00 10:30 – 12:00 5:00 – 6:00 MTWR Or by appointment

Course Description:

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

Credits:
SCH = 3.2.4
TSI Requirement: N/A
Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.
Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title	Refrigeration and Air Conditioning Technology, 8th Edition
Author	Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein
ISBN	978-1-305-57829-6
Publisher	Delmar Cengage Learning
Publication Date	January 1, 2016

Title	Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's Refrigeration and Air Conditioning Technology, 8th Edition (MUST BE NEW)
Author	John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson
ISBN	978-1-305-57870-8
Publisher	Delmar Cengage Learning
Publication Date	February 26, 2016

Course Goals and Objectives:

Demonstrate knowledge of basic principles of electricity, electrical current, circuitry, and air conditioning devices; apply Ohm's law to electrical calculations; perform electrical continuity, voltage, and current tests with appropriate meters; and demonstrate electrical safety.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is OCTOBER 1st.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. Before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment** in depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

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the grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

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Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

SCHEDULED BREAKS:

BREAKS ARE AT THE DISCRETION OF THE INSTRUCTOR. Students may leave the air conditioning and refrigeration building only for breaks.

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Tests must be taken on the day scheduled by the instructor. No student will be allowed to make up a test without a written doctor's excuse or proof of a death in the family. If you know that you must be out on a test date you should make arrangements to take the test on an earlier date.

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SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

MINOR CHILDREN ON CAMPUS:

For safety reasons, minor children are not allowed in the lab or the classrooms while student parents are attending classes. Minor children who are visiting the campus with parents conducting college business must be under the direct supervision and control of their parents or guardians at all times.

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Students should arrange to take care of personal business, doctor's appointments, etc. outside of school hours.

HORSEPLAY:

Horseplay will not be tolerated as it can result in serious injury to yourself and others. Use common sense in these matters.

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PJC is a smoke free and tobacco free campus. Smoking is only permitted in designated areas. No smoking, dipping, or spitting is allowed inside the building. Snacks and drinks will be allowed as long as trash is not left in the classrooms or shop.

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CLEAN UP:

There will be a clean up period at the end of each day. Each student is responsible for helping keep the classrooms and the lab clean.

FAILURE OR REFUSAL TO CLEAN UP WILL RESULT IN THE LOSS OF LAB CREDIT FOR THAT DAY.

RESPONSIBILITY:

It is the student's responsibility to know and follow all rules, to be aware of and make all test dates and to complete all assigned work on time.

NOTICE: CRIMINAL BACKGROUND

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about our background and licensure, please speak with your faculty member. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

NOTICE: CAMPUS CARRY OF CONCEALED HANDGUNS

"Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun".

carrying of concealed handguns anywhere within the confines of the heating, air conditioning, and refrigeration department is prohibited. **(PLEASE BE AWARE OF THE SIGNS THAT ARE POSTED AT EACH ENTRANCE.)**

Artificial Intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog &

Student Handbook for the official complaint or grievance procedure.
<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

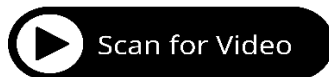
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Course Schedule:

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION	SHOP TOUR	N/A
2	SILVER SOLDER	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Ch 12/Take CH 12 Quiz Using Lab Book
3	SILVER SOLDER	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Ch 12/Take CH 12 Quiz Using Lab Book
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	SILVER SOLDER	Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution	Read Ch 12/Take CH 12 Quiz Using Lab Book
5	SILVER SOLDER	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Ch 12/Take CH 12 Quiz Using Lab Book

6	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test During In Class
7	12.1-12.15	Wire series and parallel circuits on "ohms law" practice board. Practice basic troubleshooting on practice board.	Read Ch 12/Take CH 12 Quiz Using Lab Book
8	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Read Ch 12/Take CH 12 Quiz Using Lab Book
9	12.16-12.23	Practice safe use of voltmeter and ammeter to take electrical measurements with voltage on.	Read Ch 12/Take CH 12 Quiz Using Lab Book
10	CH 12 TEST	Practice wiring and running shaded-pole motors; split-phase motors with current and solid-state relays.	Read Ch 12/Take CH 12 Quiz Using Lab Book/Ch 12 Test Using Blackboard
11	17.1-17.10	Practice troubleshooting, installing and wiring motors	Read Ch 17/Take CH 17 Quiz Using Lab Book
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17	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test During In Class
18	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Read Ch 17/Take CH 17 Quiz Using Lab Book
19	TEST CH 17	Practice troubleshooting, installing and wiring motors	Read Ch 17/Take CH 17 Quiz Using Lab Book/Ch 17 Test Using Blackboard
20	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test In Class
21	18.1-18.7	Practice wiring and troubleshooting motor controls	Read Ch 18/Take CH 18 Quiz Using Lab Book
22	TEST CH 18	Practice use of schematics and symbols to troubleshoot assigned units.	Read Ch 18/Take CH 18 Quiz Using Lab Book/Take Ch 18 Test Using Blackboard
23	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test In Class
24	19.1-19.12	Troubleshooting, repair, and installation of electric motors.	Read Ch 19/Take CH 19 Quiz Using Lab Book
25	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test In Class
26	TEST CH 19	Practice troubleshooting, installing and wiring motors	Read Ch 19/Take Ch 19 Quiz Using Lab Book/Ch 19 Test Using Blackboard
27	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Read Ch 19/Take Ch 19 Quiz Using Lab Book/Ch 19 Test Using Blackboard

28	20.1-20.14	Practice troubleshooting, installing and wiring motors	Read Ch 20/Take Ch 20 Quiz Using Lab Book
29	SYMBOLS	Practice use of schematics and symbols to troubleshoot assigned units.	Take Symbols Review Test In Class
30	TEST CH 20	Practice use of schematics and symbols to troubleshoot assigned units.	Read Ch 20/Take Ch 20 Quiz Using Lab Book/Ch 20 Test Using Blackboard
31	FINAL TEST	FINAL TEST	

HART 1303- 10B0
Air Conditioning Control Principles
Fall 2026

Instructor: Gary Boyett
Office: WTC 1056
Phone: 903-782-0347
Email: gboyett@parisjc.edu
Office Hours: 7:30 – 8:00 a.m. - 12:30-4:30 p.m. MTWR
Or by appointment

Meeting Location: WTC 906
Meeting Days: MTWR
Meeting Times: 8 a.m. to 12:00

Course Description:

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

Credits:
SCH = 3.2.4
TSI Requirement: N/A
Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.
Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title	Refrigeration and Air Conditioning Technology, 8th Edition
Author	Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein
ISBN	978-1-305-57829-6
Publisher	Delmar Cengage Learning
Publication Date	January 1, 2016

Title	Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's Refrigeration and Air Conditioning Technology, 8th Edition (MUST BE NEW)
Author	John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson
ISBN	978-1-305-57870-8
Publisher	Delmar Cengage Learning
Publication Date	February 26, 2016

Course Goals and Objectives:

Test, repair, and/or replace HVAC-related electrical and control components, wiring and equipment; read, draw, and interpret high and low voltage control circuits.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%
Classroom participation 25%
Lab Projects 50%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Course Policies:

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **OCTOBER 1st**.

Class Conduct:

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SUBJECT: TOOL ROOM

Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

SCHEDULED BREAKS:

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SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender

that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

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NOTICE: CRIMINAL BACKGROUND

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about our background and licensure, please speak with your faculty member. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

NOTICE: CAMPUS CARRY OF CONCEALED HANDGUNS

"Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun".

carrying of concealed handguns anywhere within the confines of the heating, air conditioning, and refrigeration department is prohibited. **(PLEASE BE AWARE OF THE SIGNS THAT ARE POSTED AT EACH ENTRANCE.)**

Artificial Intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	13.1	Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
3		Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
4	13.2	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
5		Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
6	13.3	Practice safe use of voltmeter and ammeter to take electrical measurements with voltage on.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
7		Practice safe use of voltmeter and ammeter to take electrical measurements with voltage on.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
8	13.4	Practice wiring capacitors and potential relays; wiring PSC motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
9		Practice wiring capacitors and potential relays; wiring PSC motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book

10	13.5	Practice checking three-phase motors; wiring three-phase motors; reversing three-phase motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
11		Practice checking three-phase motors; wiring three-phase motors; reversing three-phase motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
12	13.6	Practice wiring simple gas and electric furnaces.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
13		Practice wiring simple gas and electric furnaces.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
14	TEST CH 13	Practice wire basic control board. Practice adjusting temperature and pressure switches as assigned.	Read Unit 13/Ch 13 Quiz Using Lab Book/Ch13 Test Using Blackboard
15		Practice wire basic control board. Practice adjusting temperature and pressure switches as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book

16	14.1-14.3	Practice wire basic control board. Practice adjusting temperature and pressure switches as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
17		Practice adjust electrical and electromechanical controls on lab training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
18	14.4-14.6	Practice adjust electrical and electromechanical controls on lab training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
19		Practice wiring, troubleshooting and adjusting overloads and other electrical and temperature safety devices on training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
20	14.4-14.6	Practice wiring, troubleshooting and adjusting overloads and other electrical and temperature safety devices on training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
21		Practice wiring, troubleshooting and adjusting oil failure control on training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
22	14.10-14.12	Practice drawing schematic symbols and schematics of specific units assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
26	14.13-14.16	Practice drawing schematic symbols and schematics of specific units assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
27	14.17-14.19	Practice control wiring on training units assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
28	TEST CH 14	Practice using schematics to wire high voltage control circuits as assigned.	Read Unit 14/Ch 14 Quiz Using Lab Book/Ch14 Test Using Blackboard
29	FINALS		
30	FINALS		

HART 1301 40B0
AIR CONDITION CONTRLS
Fall 2026

Instructor: Dusty Hines

Office: GV A116

Phone: 903-454-8739

Email: dhines@parisjc.edu

Office Hours: 7:30 – 8:00 a.m., 9:00 – 11:30, 5:30 – 6:00 p.m. MTWR

Or by appointment

Meeting Location: GV A-116

Meeting Days: MTWR

Meeting Times: 8:00 a.m. to 9:00

Course Description:

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title **Refrigeration and Air Conditioning Technology, 8th Edition**

Author Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein

ISBN 978-1-305-57829-6

Publisher Delmar Cengage Learning

Publication January 1, 2016

Date

Title **Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's Refrigeration and Air Conditioning Technology, 8th Edition (MUST BE NEW)**

Author John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson

ISBN 978-1-305-57870-8

Publisher Delmar Cengage Learning

Publication February 26, 2016

Date

Course Goals and Objectives:

Test, repair, and/or replace HVAC-related electrical and control components, wiring and equipment; read, draw, and interpret high and low voltage control circuits.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

Some of the areas that you will be graded on in the lab are safety, attitude, cleanliness, care of tools, following instruction, team work, initiative, lab projects and the amount of time absent.

The grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

Course Policies:**Class Attendance:**

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is OCTOBER 1st.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. Before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment** in depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

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The importance of your lab grade cannot be stressed enough as this is a technical course. Your lab grade is the best measure of field performance.

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Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

SCHEDULED BREAKS:

BREAKS ARE AT THE DISCRETION OF THE INSTRUCTOR. Students may leave the air conditioning and refrigeration building only for breaks.

TESTS:

Tests must be taken on the day scheduled by the instructor. No student will be allowed to make up a test without a written doctor's excuse or proof of a death in the family. If you know that you must be out on a test date you should make arrangements to take the test on an earlier date.

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SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

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HORSEPLAY:

Horseplay will not be tolerated as it can result in serious injury to yourself and others. Use common sense in these matters.

SAFETY:

Follow all safety rules and instructions. Take care of yourself and others.

PROFESSIONAL CONDUCT:

All students are expected to behave in a mature and professional manner you are training to work in a professional and demanding career. Let's not lose sight of this.

SMOKING:

Is not permitted anywhere inside or outside the building. students are permitted to leave the workforce technology building to smoke only during scheduled breaks.

SPITTING, DIPPING, AND CHEWING:

PJC is a smoke free and tobacco free campus. Smoking is only permitted in designated areas. No smoking, dipping, or spitting is allowed inside the building. Snacks and drinks will be allowed as long as trash is not left in the classrooms or shop.

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It is the student's responsibility to know and follow all rules, to be aware of and make all test dates and to complete all assigned work on time.

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You can return to your normal activities when, for at least 24 hours, both are true:

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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3		Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
4	13.2	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
5		Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
6	13.3	Practice safe use of voltmeter and ammeter to take electrical measurements with voltage on.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book

7		Practice safe use of voltmeter and ammeter to take electrical measurements with voltage on.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
8	13.4	Practice wiring capacitors and potential relays; wiring PSC motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
9		Practice wiring capacitors and potential relays; wiring PSC motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
10	13.5	Practice checking three-phase motors; wiring three-phase motors; reversing three-phase motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
11		Practice checking three-phase motors; wiring three-phase motors; reversing three-phase motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
12	13.6	Practice wiring simple gas and electric furnaces.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
13		Practice wiring simple gas and electric furnaces.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
14	TEST CH 13	Practice wire basic control board. Practice adjusting temperature and pressure switches as assigned.	Read Unit 13/Ch 13 Quiz Using Lab Book/Ch13 Test Using Blackboard
15		Practice wire basic control board. Practice adjusting temperature and pressure switches as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book

16	14.1-14.3	Practice wire basic control board. Practice adjusting temperature and pressure switches as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
17		Practice adjust electrical and electromechanical controls on lab training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
18	14.4-14.6	Practice adjust electrical and electromechanical controls on lab training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
19		Practice wiring, troubleshooting and adjusting overloads and other electrical and temperature safety devices on training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
20	14.4-14.6	Practice wiring, troubleshooting and adjusting overloads and other electrical and temperature safety devices on training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
21		Practice wiring, troubleshooting and adjusting oil failure control on training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
22	14.10-14.12	Practice drawing schematic symbols and schematics of specific units assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
26	14.13-14.16	Practice drawing schematic symbols and schematics of specific units assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
27	14.17-14.19	Practice control wiring on training units assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
28	TEST CH 14	Practice using schematics to wire high voltage control circuits as assigned.	Read Unit 14/Ch 14 Quiz Using Lab Book/Ch14 Test Using Blackboard
29	FINALS		

30	FINALS		
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HART 1303 – 40B0
Air Conditioning Control Principles
Spring 2026

Instructor: Chris Bardrick
Office: WC A116
Phone: 903-782-0347
Email: cbardrick@parisjc.edu

Meeting Location: GV A-116
Meeting Days: MTWR
Meeting Times: 12 p.m. to 4:00

Office Hours: 7:30 – 8:00 a.m., 10:30 – 12:00, 5:30 – 6:00 p.m. MTWR
Or by appointment

Course Description:

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

Credits:
SCH = 3.2.4
TSI Requirement: N/A
Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.
Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title	Refrigeration and Air Conditioning Technology, 8th Edition
Author	Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein
ISBN	978-1-305-57829-6
Publisher	Delmar Cengage Learning
Publication Date	January 1, 2016

Title	Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's Refrigeration and Air Conditioning Technology, 8th Edition (MUST BE NEW)
Author	John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson
ISBN	978-1-305-57870-8
Publisher	Delmar Cengage Learning
Publication Date	February 26, 2016

Course Goals and Objectives:

Test, repair, and/or replace HVAC-related electrical and control components, wiring and equipment; read, draw, and interpret high and low voltage control circuits.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Course Policies:

Class Attendance:

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"W" is OCTOBER 1st.

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It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

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Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender

that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

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carrying of concealed handguns anywhere within the confines of the heating, air conditioning, and refrigeration department is prohibited. **(PLEASE BE AWARE OF THE SIGNS THAT ARE POSTED AT EACH ENTRANCE.)**

Artificial Intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

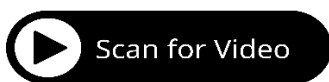
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	13.1	Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
3		Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
4	13.2	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
5		Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
6	13.3	Practice safe use of voltmeter and ammeter to take electrical measurements with voltage on.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
7		Practice safe use of voltmeter and ammeter to take electrical measurements with voltage on.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
8	13.4	Practice wiring capacitors and potential relays; wiring PSC motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
9		Practice wiring capacitors and potential relays; wiring PSC motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
10	13.5	Practice checking three-phase motors; wiring three-phase motors; reversing three-phase motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
11		Practice checking three-phase motors; wiring three-phase motors; reversing three-phase motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
12	13.6	Practice wiring simple gas and electric furnaces.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book

13		Practice wiring simple gas and electric furnaces.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
14	TEST CH 13	Practice wire basic control board. Practice adjusting temperature and pressure switches as assigned.	Read Unit 13/Ch 13 Quiz Using Lab Book/Ch13 Test Using Blackboard
15		Practice wire basic control board. Practice adjusting temperature and pressure switches as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book

16	14.1-14.3	Practice wire basic control board. Practice adjusting temperature and pressure switches as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
17		Practice adjust electrical and electromechanical controls on lab training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
18	14.4-14.6	Practice adjust electrical and electromechanical controls on lab training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
19		Practice wiring, troubleshooting and adjusting overloads and other electrical and temperature safety devices on training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
20	14.4-14.6	Practice wiring, troubleshooting and adjusting overloads and other electrical and temperature safety devices on training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
21		Practice wiring, troubleshooting and adjusting oil failure control on training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
22	14.10-14.12	Practice drawing schematic symbols and schematics of specific units assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
26	14.13-14.16	Practice drawing schematic symbols and schematics of specific units assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
27	14.17-14.19	Practice control wiring on training units assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
28	TEST CH 14	Practice using schematics to wire high voltage control circuits as assigned.	Read Unit 14/Ch 14 Quiz Using Lab Book/Ch14 Test Using Blackboard
29	FINALS		
30	FINALS		

HART 1307-10C0
REFRIGERATION PRINCIPLES
Spring 2026

Instructor: Gary Boyett
Office: WTC 1056
Phone: 903-782-0347
Email: gboyett@parisjc.edu
Office Hours: 2:30-5:00 p.m. MTWR
Or by appointment

Meeting Location: WTC 906
Meeting Days: WR
Meeting Times: 8:00 A.M. to 12:00

Course Description:

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

Credits:
SCH = 3.2.4
TSI Requirement: N/A
Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.
Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title	Refrigeration and Air Conditioning Technology, 8th Edition
Author	Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein
ISBN	978-1-305-57829-6
Publisher	Delmar Cengage Learning
Publication Date	January 1, 2016
Title	Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's Refrigeration and Air Conditioning Technology, 8th Edition (MUST BE NEW)
Author	John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson
ISBN	978-1-305-57870-8
Publisher	Delmar Cengage Learning
Publication Date	February 26, 2016

Course Goals and Objectives:

Identify refrigeration components; explain operation of the basic refrigeration cycle and heat transfer; demonstrate proper application and/or use of tools, test equipment, and safety procedures.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Course Policies:**Class Attendance:**

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is OCTOBER 1st.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. Before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment** in depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

SUBJECT: ATTENDANCE POLICY

Being late and leaving the classroom or laboratory without permission three (3) times will count as one (1) absence. Excessive absence will be reflected in your grades or could lead to your being dropped from the course.

The importance of your lab grade cannot be stressed enough as this is a technical course. Your lab grade is the best measure of field performance.

some of the areas that you will be graded on in the lab are safety, attitude, cleanliness, care of tools, following instruction, team work, initiative, lab projects and the amount of time absent.

the grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

SUBJECT: TOOL ROOM

Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

SCHEDULED BREAKS:

BREAKS ARE AT THE DISCRETION OF THE INSTRUCTOR. Students may leave the air conditioning and refrigeration building only for breaks.

TESTS:

Tests must be taken on the day scheduled by the instructor. No student will be allowed to make up a test without a written doctor's excuse or proof of a death in the family. If you know that you must be out on a test date you should make arrangements to take the test on an earlier date.

SUBJECT: GENERAL POLICY

NO SLEEPING IN CLASS OR LAB: Sleeping during lecture time will not be tolerated.

Sleeping when you are supposed to be working in the lab will not be tolerated.

STUDENTS IN VIOLATION OF THIS RULE WILL BE GIVEN A ZERO FOR THE DAY. NO EXCEPTIONS.

SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

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Students should arrange to take care of personal business, doctor's appointments, etc. outside of school hours.

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Horseplay will not be tolerated as it can result in serious injury to yourself and others. Use common sense in these matters.

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SMOKING:

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SPITTING, DIPPING, AND CHEWING:

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FIGHTING, ALCOHOL, ILLEGAL DRUGS:

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CLEAN UP:

There will be a clean up period at the end of each day. Each student is responsible for helping keep the classrooms and the lab clean.

FAILURE OR REFUSAL TO CLEAN UP WILL RESULT IN THE LOSS OF LAB CREDIT FOR THAT DAY.

RESPONSIBILITY:

It is the student's responsibility to know and follow all rules, to be aware of and make all test dates and to complete all assigned work on time.

NOTICE: CRIMINAL BACKGROUND

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about our background and licensure, please speak with your faculty member. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

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Course Schedule:

1	INTRODUCTION		
2	1.1-1.6	Cutting, swaging, flaring, soldering of copper tubing. Economical planning and use of copper and silver solder.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
3	1.1-1.6	Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
4	1.1-1.6	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
5	1.1-1.6	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
6	1.7-1.10	Practice using thermometers to measure temperature of air and refrigerant; use of gauges.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
7	1.7-1.10	Practice using thermometers to measure temperature of air and refrigerant; use of gauges.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
8	1.11-1.13	Practice using thermometers to measure temperature of air and refrigerant; use of gauges.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
9	1.11-1.13	Practice using recovery machine on training units assigned.	
10	TEST CH 1	practice evacuating using vacuum pumps on training units assigned.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book/Test Ch 1 Using Blackboard

11	3.1-3.15	Practice using vacuum pumps and vacuum gauges on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
12	3.1-3.15	Practice charging by vapor method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
13	3.16-3.21	Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
14	3.16-3.21	Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
15	TEST CH 3	Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book/Test Ch 3 Using Blackboard
16	7.1-7.9	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book
17	7.1-7.9	Practice measuring low side and high side measurements in PSIG; converting to PSIA.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book
18	7.1-7.9	Practice using recovery machine on training units assigned.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book
19	7.10-7.19	Practice using recovery machine on training units assigned.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book
20	7.10-7.19	practice evacuating using vacuum pumps on training units assigned.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book
21	TEST CH 7	practice evacuating using vacuum pumps on training units assigned.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book/Ch 7 Test Using Blackboard
22	8.1-8.3	Practice charging by vapor method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
23	8.1-8.3	Practice charging by vapor method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
24	8.1-8.3	Practice charging by vapor method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
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27	8.7-8.9	Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
28	8.7-8.9	Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
29	8.7-8.9	Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book

30	8.7-8.9	Practice standing pressure test on assigned units	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
31	FINAL TEST	FINAL TEST	FINAL TEST

HART 1307 40C0
REFRIGERATION PRINCIPLES
Fall 2026

Instructor: Dusty Hines

Office: GV A116

Phone: 903-454-8739

Email: dhines@parisjc.edu

Office Hours: 7:30 – 8:00 a.m., 9:00 – 11:30, 5:30 – 6:00 p.m. MTWR

Or by appointment

Course Description:

Meeting Location: GV A-116

Meeting Days: MTWR

Meeting Times: 8:00 pm to 9:00

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title **Refrigeration and Air Conditioning Technology, 8th Edition**

Author Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein

ISBN 978-1-305-57829-6

Publisher Delmar Cengage Learning

Publication January 1, 2016
Date

Title **Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's
Refrigeration and Air Conditioning Technology, 8th Edition (MUST
BE NEW)**

Author John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson

ISBN 978-1-305-57870-8

Publisher Delmar Cengage Learning

Publication February 26, 2016
Date

Course Goals and Objectives:

Identify refrigeration components; explain operation of the basic refrigeration cycle and heat transfer; demonstrate proper application and/or use of tools, test equipment, and safety procedures.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

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Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

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Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

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CLEAN UP:

There will be a clean up period at the end of each day. Each student is responsible for helping keep the classrooms and the lab clean.

FAILURE OR REFUSAL TO CLEAN UP WILL RESULT IN THE LOSS OF LAB CREDIT FOR THAT DAY.

RESPONSIBILITY:

It is the student's responsibility to know and follow all rules, to be aware of and make all test dates and to complete all assigned work on time.

NOTICE: CRIMINAL BACKGROUND

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about our background and licensure, please speak with your faculty member. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

NOTICE: CAMPUS CARRY OF CONCEALED HANDGUNS

"Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun".

carrying of concealed handguns anywhere within the confines of the heating, air conditioning, and refrigeration department is prohibited. **(PLEASE BE AWARE OF THE SIGNS THAT ARE POSTED AT EACH ENTRANCE.)**

Artificial Intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

1	INTRODUCTION		
2	1.1-1.6	Cutting, swaging, flaring, soldering of copper tubing. Economical planning and use of copper and silver solder.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
3	1.1-1.6	Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
4	1.1-1.6	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
5	1.1-1.6	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
6	1.7-1.10	Practice using thermometers to measure temperature of air and refrigerant; use of gauges.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
7	1.7-1.10	Practice using thermometers to measure temperature of air and refrigerant; use of gauges.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
8	1.11-1.13	Practice using thermometers to measure temperature of air and refrigerant; use of gauges.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
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10	TEST CH 1	practice evacuating using vacuum pumps on training units assigned.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book/Test Ch 1 Using Blackboard
11	3.1-3.15	Practice using vacuum pumps and vacuum gauges on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
12	3.1-3.15	Practice charging by vapor method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
13	3.16-3.21	Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
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15	TEST CH 3	Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book/Test Ch 3 Using Blackboard
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30	8.7-8.9	Practice standing pressure test on assigned units	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
31	FINAL TEST	FINAL TEST	FINAL TEST

HART 1307 40C0
REFRIGERATION PRINCIPLES
Fall 2026

Instructor: Dusty Hines

Office: GV A116

Phone: 903-454-8739

Email: dhines@parisjc.edu

Office Hours: 7:30 – 8:00 a.m., 9:00 – 11:30, 5:30 – 6:00 p.m. MTWR

Or by appointment

Course Description:

Meeting Location: GV A-116

Meeting Days: MTWR

Meeting Times: 8:00 pm to 9:00

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title **Refrigeration and Air Conditioning Technology, 8th Edition**

Author Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein

ISBN 978-1-305-57829-6

Publisher Delmar Cengage Learning

Publication Date January 1, 2016

Title **Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's
Refrigeration and Air Conditioning Technology, 8th Edition (MUST
BE NEW)**

Author John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson

ISBN 978-1-305-57870-8

Publisher Delmar Cengage Learning

Publication Date February 26, 2016

Course Goals and Objectives:

Identify refrigeration components; explain operation of the basic refrigeration cycle and heat transfer; demonstrate proper application and/or use of tools, test equipment, and safety procedures.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Course Policies:

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is OCTOBER 1st.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. Before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment** depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

SUBJECT: ATTENDANCE POLICY

Being late and leaving the classroom or laboratory without permission three (3) times will count as one (1) absence. Excessive absence will be reflected in your grades or could lead to your being dropped from the course.

The importance of your lab grade cannot be stressed enough as this is a technical course. Your lab grade is the best measure of field performance.

some of the areas that you will be graded on in the lab are safety, attitude, cleanliness, care of tools, following instruction, team work, initiative, lab projects and the amount of time absent.

the grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

SUBJECT: TOOL ROOM

Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

SCHEDULED BREAKS:

BREAKS ARE AT THE DISCRETION OF THE INSTRUCTOR. Students may leave the air conditioning and refrigeration building only for breaks.

TESTS:

Tests must be taken on the day scheduled by the instructor. No student will be allowed to make up a test without a written doctor's excuse or proof of a death in the family. If you know that you must be out on a test date you should make arrangements to take the test on an earlier date.

SUBJECT: GENERAL POLICY

NO SLEEPING IN CLASS OR LAB: Sleeping during lecture time will not be tolerated. Sleeping when you are supposed to be working in the lab will not be tolerated.

STUDENTS IN VIOLATION OF THIS RULE WILL BE GIVEN A ZERO FOR THE DAY. NO EXCEPTIONS.

SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

MINOR CHILDREN ON CAMPUS:

For safety reasons, minor children are not allowed in the lab or the classrooms while student parents are attending classes. Minor children who are visiting the campus with parents conducting college business must be under the direct supervision and control of their parents or guardians at all times.

PERSONAL BUSINESS:

Students should arrange to take care of personal business, doctor's appointments, etc. outside of school hours.

HORSEPLAY:

Horseplay will not be tolerated as it can result in serious injury to yourself and others. Use common sense in these matters.

SAFETY:

Follow all safety rules and instructions. Take care of yourself and others.

PROFESSIONAL CONDUCT:

All students are expected to behave in a mature and professional manner you are training to work in a professional and demanding career. Let's not lose sight of this.

SMOKING:

Is not permitted anywhere inside or outside the building. students are permitted to leave the workforce technology building to smoke only during scheduled breaks.

SPITTING, DIPPING, AND CHEWING:

PJC is a smoke free and tobacco free campus. Smoking is only permitted in designated areas. No smoking, dipping, or spitting is allowed inside the building. Snacks and drinks will be allowed as long as trash is not left in the classrooms or shop.

FIGHTING, ALCOHOL, ILLEGAL DRUGS:

Fighting or threatening will not be tolerated. Alcohol and illegal drug use or being under the influence of these while on campus is forbidden.

CLEAN UP:

There will be a clean up period at the end of each day. Each student is responsible for helping keep the classrooms and the lab clean.

FAILURE OR REFUSAL TO CLEAN UP WILL RESULT IN THE LOSS OF LAB CREDIT FOR THAT DAY.

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15	TEST CH 3	Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book/Test Ch 3 Using Blackboard
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31	FINAL TEST	FINAL TEST	FINAL TEST

HART 1307- 40C1
REFRIGERATION PRINCIPLES
FALL 2026

Instructor: Chris Bardrick

Office: WC A116

Phone: 903-782-0347

Email: cbardrick@parisjc.edu

Office Hours: 7:30 – 8:00 a.m., 10:30 – 12:00, 5:30 – 6:00 p.m. MTWR

Or by appointment

Meeting Location: GV A-116

Meeting Days: MTWR

Meeting Times: 12 p.m. to 4:00

Course Description:

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

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Author Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein

ISBN 978-1-305-57829-6

Publisher Delmar Cengage Learning

Publication January 1, 2016

Date

Title **Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's
Refrigeration and Air Conditioning Technology, 8th Edition (MUST
BE NEW)**

Author John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson

ISBN 978-1-305-57870-8

Publisher Delmar Cengage Learning

Publication February 26, 2016

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Course Goals and Objectives:

Identify refrigeration components; explain operation of the basic refrigeration cycle and heat transfer; demonstrate proper application and/or use of tools, test equipment, and safety procedures.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

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"Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun".

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
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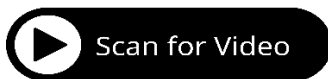
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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31	FINAL TEST	FINAL TEST	FINAL TEST

HART 1307- 40C1
REFRIGERATION PRINCIPLES
Fall 2026

Instructor: Dusty Hines

Office: GV A116

Phone: 903-454-8739

Email: dhines@parisjc.edu

Office Hours: 7:30 – 8:00 a.m., 9:00 – 11:30, 5:30 – 6:00 p.m. MTWR

Or by appointment

Meeting Location: GV A-116

Meeting Days: MTWR

Meeting Times: 6:00 pm to 10:00

Course Description:

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title **Refrigeration and Air Conditioning Technology, 8th Edition**

Author Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein

ISBN 978-1-305-57829-6

Publisher Delmar Cengage Learning

Publication January 1, 2016

Date

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BE NEW)**

Author John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson

ISBN 978-1-305-57870-8

Publisher Delmar Cengage Learning

Publication February 26, 2016

Date

Course Goals and Objectives:

Identify refrigeration components; explain operation of the basic refrigeration cycle and heat transfer; demonstrate proper application and/or use of tools, test equipment, and safety procedures.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Course Policies:

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is OCTOBER 1st.

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Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. Before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment** in depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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SUBJECT: ATTENDANCE POLICY

Being late and leaving the classroom or laboratory without permission three (3) times will count as one (1) absence. Excessive absence will be reflected in your grades or could lead to your being dropped from the course.

The importance of your lab grade cannot be stressed enough as this is a technical course. Your lab grade is the best measure of field performance.

some of the areas that you will be graded on in the lab are safety, attitude, cleanliness, care of tools, following instruction, team work, initiative, lab projects and the amount of time absent.

the grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

SUBJECT: TOOL ROOM

Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

SCHEDULED BREAKS:

BREAKS ARE AT THE DISCRETION OF THE INSTRUCTOR. Students may leave the air conditioning and refrigeration building only for breaks.

TESTS:

Tests must be taken on the day scheduled by the instructor. No student will be allowed to make up a test without a written doctor's excuse or proof of a death in the family. If you know that you must be out on a test date you should make arrangements to take the test on an earlier date.

SUBJECT: GENERAL POLICY

NO SLEEPING IN CLASS OR LAB: Sleeping during lecture time will not be tolerated. Sleeping when you are supposed to be working in the lab will not be tolerated.

STUDENTS IN VIOLATION OF THIS RULE WILL BE GIVEN A ZERO FOR THE DAY. NO EXCEPTIONS.

SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

MINOR CHILDREN ON CAMPUS:

For safety reasons, minor children are not allowed in the lab or the classrooms while student parents are attending classes. Minor children who are visiting the campus with parents conducting college business must be under the direct supervision and control of their parents or guardians at all times.

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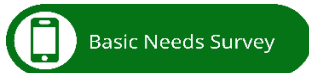
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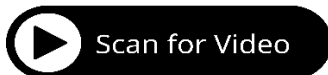
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HART 1307-45A0
REFRIGERATION PRINCIPLES
FALL 2026

Instructor: Chris Bardrick

Office: WC A116

Phone: 903-782-0347

Email: cbardrick@parisjc.edu

Office Hours: 7:30 – 8:00 a.m., 9:00 – 11:30, 5:30 – 6:00 p.m. MTWR

Or by appointment

Meeting Location: GV A-116

Meeting Days: MTWR

Meeting Times: 8:00 – 9:15

Course Description:

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.

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Author Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein

ISBN 978-1-305-57829-6

Publisher Delmar Cengage Learning

Publication January 1, 2016

Date

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Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

SCHEDULED BREAKS:

BREAKS ARE AT THE DISCRETION OF THE INSTRUCTOR. Students may leave the air conditioning and refrigeration building only for breaks.

TESTS:

Tests must be taken on the day scheduled by the instructor. No student will be allowed to make up a test without a written doctor's excuse or proof of a death in the family. If you know that you must be out on a test date you should make arrangements to take the test on an earlier date.

SUBJECT: GENERAL POLICY

NO SLEEPING IN CLASS OR LAB: Sleeping during lecture time will not be tolerated. Sleeping when you are supposed to be working in the lab will not be tolerated.

STUDENTS IN VIOLATION OF THIS RULE WILL BE GIVEN A ZERO FOR THE DAY. NO EXCEPTIONS.

SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

MINOR CHILDREN ON CAMPUS:

For safety reasons, minor children are not allowed in the lab or the classrooms while student parents are attending classes. Minor children who are visiting the campus with parents conducting college business must be under the direct supervision and control of their parents or guardians at all times.

PERSONAL BUSINESS:

Students should arrange to take care of personal business, doctor's appointments, etc. outside of school hours.

HORSEPLAY:

Horseplay will not be tolerated as it can result in serious injury to yourself and others. Use common sense in these matters.

SAFETY:

Follow all safety rules and instructions. Take care of yourself and others.

PROFESSIONAL CONDUCT:

All students are expected to behave in a mature and professional manner you are training to work in a professional and demanding career. Let's not lose sight of this.

SMOKING:

Is not permitted anywhere inside or outside the building. students are permitted to leave the workforce technology building to smoke only during scheduled breaks.

SPITTING, DIPPING, AND CHEWING:

PJC is a smoke free and tobacco free campus. Smoking is only permitted in designated areas. No smoking, dipping, or spitting is allowed inside the building. Snacks and drinks will be allowed as long as trash is not left in the classrooms or shop.

FIGHTING, ALCOHOL, ILLEGAL DRUGS:

Fighting or threatening will not be tolerated. Alcohol and illegal drug use or being under the influence of these while on campus is forbidden.

CLEAN UP:

There will be a clean up period at the end of each day. Each student is responsible for helping keep the classrooms and the lab clean.

FAILURE OR REFUSAL TO CLEAN UP WILL RESULT IN THE LOSS OF LAB CREDIT FOR THAT DAY.

RESPONSIBILITY:

It is the student's responsibility to know and follow all rules, to be aware of and make all test dates and to complete all assigned work on time.

NOTICE: CRIMINAL BACKGROUND

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about our background and licensure, please speak with your faculty member. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

NOTICE: CAMPUS CARRY OF CONCEALED HANDGUNS

"Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun".

carrying of concealed handguns anywhere within the confines of the heating, air conditioning, and refrigeration department is prohibited. **(PLEASE BE AWARE OF THE SIGNS THAT ARE POSTED AT EACH ENTRANCE.)**

Artificial Intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

1	INTRODUCTION		
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2	1.1-1.6	Cutting, swaging, flaring, soldering of copper tubing. Economical planning and use of copper and silver solder.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
3	1.1-1.6	Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
4	1.1-1.6	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
5	1.1-1.6	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
6	1.7-1.10	Practice using thermometers to measure temperature of air and refrigerant; use of gauges.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
7	1.7-1.10	Practice using thermometers to measure temperature of air and refrigerant; use of gauges.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
8	1.11-1.13	Practice using thermometers to measure temperature of air and refrigerant; use of gauges.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
9	1.11-1.13	Practice using recovery machine on training units assigned.	
10	TEST CH 1	practice evacuating using vacuum pumps on training units assigned.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book/Test Ch 1 Using Blackboard
11	3.1-3.15	Practice using vacuum pumps and vacuum gauges on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
12	3.1-3.15	Practice charging by vapor method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
13	3.16-3.21	Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
14	3.16-3.21	Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
15	TEST CH 3	Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book/Test Ch 3 Using Blackboard
16	7.1-7.9	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book
17	7.1-7.9	Practice measuring low side and high side measurements in PSIG; converting to PSIA.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book
18	7.1-7.9	Practice using recovery machine on training units assigned.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book
19	7.10-7.19	Practice using recovery machine on training units assigned.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book
20	7.10-7.19	practice evacuating using vacuum pumps on training units assigned.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book

21	TEST CH 7	practice evacuating using vacuum pumps on training units assigned.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book/Ch 7 Test Using Blackboard
22	8.1-8.3	Practice charging by vapor method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
23	8.1-8.3	Practice charging by vapor method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
24	8.1-8.3	Practice charging by vapor method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
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28	8.7-8.9	Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
29	8.7-8.9	Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
30	8.7-8.9	Practice standing pressure test on assigned units	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
31	FINAL TEST	FINAL TEST	FINAL TEST

HART 1307-45A0
REFRIGERATION PRINCIPLES
FALL 2026

Instructor: Chris Bardrick

Office: WC A116

Phone: 903-782-0347

Email: cbardrick@parisjc.edu

Office Hours: 7:30 – 8:00 a.m., 9:00 – 11:30, 5:30 – 6:00 p.m. MTWR

Or by appointment

Meeting Location: GV A-116

Meeting Days: MTWR

Meeting Times: 8:00 – 9:15

Course Description:

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title **Refrigeration and Air Conditioning Technology, 8th Edition**

Author Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein

ISBN 978-1-305-57829-6

Publisher Delmar Cengage Learning

Publication January 1, 2016

Date

Title **Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's
Refrigeration and Air Conditioning Technology, 8th Edition (MUST
BE NEW)**

Author John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson

ISBN 978-1-305-57870-8

Publisher Delmar Cengage Learning

Publication February 26, 2016

Date

Course Goals and Objectives:

Identify refrigeration components; explain operation of the basic refrigeration cycle and heat transfer; demonstrate proper application and/or use of tools, test equipment, and safety procedures.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Course Policies:**Class Attendance:**

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is OCTOBER 1st.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. Before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment** in depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

SUBJECT: ATTENDANCE POLICY

Being late and leaving the classroom or laboratory without permission three (3) times will count as one (1) absence. Excessive absence will be reflected in your grades or could lead to your being dropped from the course.

The importance of your lab grade cannot be stressed enough as this is a technical course. Your lab grade is the best measure of field performance.

some of the areas that you will be graded on in the lab are safety, attitude, cleanliness, care of tools, following instruction, team work, initiative, lab projects and the amount of time absent.

the grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

SUBJECT: TOOL ROOM

Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

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Course Schedule:

1	INTRODUCTION		
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2	1.1-1.6	Cutting, swaging, flaring, soldering of copper tubing. Economical planning and use of copper and silver solder.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
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4	1.1-1.6	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
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8	1.11-1.13	Practice using thermometers to measure temperature of air and refrigerant; use of gauges.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
9	1.11-1.13	Practice using recovery machine on training units assigned.	
10	TEST CH 1	practice evacuating using vacuum pumps on training units assigned.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book/Test Ch 1 Using Blackboard
11	3.1-3.15	Practice using vacuum pumps and vacuum gauges on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
12	3.1-3.15	Practice charging by vapor method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
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14	3.16-3.21	Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
15	TEST CH 3	Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book/Test Ch 3 Using Blackboard
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31	FINAL TEST	FINAL TEST	FINAL TEST

HART 1310 – 10C0
HVAC SHOP PRACTICES AND TOOLS
SPRING 2026

Instructor: Gary Boyett
Office: WTC 1052
Phone: 903-782-0347
Email: gboyett@parisjc.edu
Office Hours: 2:30-5:00 p.m. MTWR
Or by appointment

Meeting Location: WTC 906
Meeting Days: WR
Meeting Times: 8:00 A.M. to 12:00

Course Description:

Tools and instruments used in the HVAC industry. Includes proper application, use and care of these tools, and tubing and piping practices.

Credits:
SCH = 3.2.4
TSI Requirement: N/A
Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.
Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title	Refrigeration and Air Conditioning Technology, 8th Edition
Author	Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein
ISBN	978-1-305-57829-6
Publisher	Delmar Cengage Learning
Publication Date	January 1, 2016
Title	Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's Refrigeration and Air Conditioning Technology, 8th Edition (MUST BE NEW)
Author	John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson
ISBN	978-1-305-57870-8
Publisher	Delmar Cengage Learning
Publication Date	February 26, 2016

Course Goals and Objectives:

Demonstrate use of hand tools, power tools, and instruments; construct flares, swages, and bends using tubing tools; use a torch for brazing and soldering; identify industry safety, and environmental regulations; and perform safety procedures.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Course Policies:**Class Attendance:**

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is OCTOBER 1st.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. Before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment** in depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or

repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

SUBJECT: ATTENDANCE POLICY

Being late and leaving the classroom or laboratory without permission three (3) times will count as one (1) absence. Excessive absence will be reflected in your grades or could lead to your being dropped from the course.

The importance of your lab grade cannot be stressed enough as this is a technical course. Your lab grade is the best measure of field performance.

some of the areas that you will be graded on in the lab are safety, attitude, cleanliness, care of tools, following instruction, team work, initiative, lab projects and the amount of time absent.

the grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

SUBJECT: TOOL ROOM

Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

SCHEDULED BREAKS:

BREAKS ARE AT THE DISCRETION OF THE INSTRUCTOR. Students may leave the air conditioning and refrigeration building only for breaks.

TESTS:

Tests must be taken on the day scheduled by the instructor. No student will be allowed to make up a test without a written doctor's excuse or proof of a death in the family. If you know that you must be out on a test date you should make arrangements to take the test on an earlier date.

SUBJECT: GENERAL POLICY

NO SLEEPING IN CLASS OR LAB: Sleeping during lecture time will not be tolerated.

Sleeping when you are supposed to be working in the lab will not be tolerated.

STUDENTS IN VIOLATION OF THIS RULE WILL BE GIVEN A ZERO FOR THE DAY. NO EXCEPTIONS.

SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

MINOR CHILDREN ON CAMPUS:

For safety reasons, minor children are not allowed in the lab or the classrooms while student parents are attending classes. Minor children who are visiting the campus with parents conducting college business must be under the direct supervision and control of their parents or guardians at all times.

PERSONAL BUSINESS:

Students should arrange to take care of personal business, doctor's appointments, etc. outside of school hours.

HORSEPLAY:

Horseplay will not be tolerated as it can result in serious injury to yourself and others. Use common sense in these matters.

SAFETY:

Follow all safety rules and instructions. Take care of yourself and others.

PROFESSIONAL CONDUCT:

All students are expected to behave in a mature and professional manner you are training to work in a professional and demanding career. Let's not lose sight of this.

SMOKING:

Is not permitted anywhere inside or outside the building. students are permitted to leave the workforce technology building to smoke only during scheduled breaks.

SPITTING, DIPPING, AND CHEWING:

PJC is a smoke free and tobacco free campus. Smoking is only permitted in designated areas. No smoking, dipping, or spitting is allowed inside the building. Snacks and drinks will be allowed as long as trash is not left in the classrooms or shop.

FIGHTING, ALCOHOL, ILLEGAL DRUGS:

Fighting or threatening will not be tolerated. Alcohol and illegal drug use or being under the influence of these while on campus is forbidden.

CLEAN UP:

There will be a clean up period at the end of each day. Each student is responsible for helping keep the classrooms and the lab clean.

FAILURE OR REFUSAL TO CLEAN UP WILL RESULT IN THE LOSS OF LAB CREDIT FOR THAT DAY.

RESPONSIBILITY:

It is the student's responsibility to know and follow all rules, to be aware of and make all test dates and to complete all assigned work on time.

NOTICE: CRIMINAL BACKGROUND

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about our background and licensure, please speak with your faculty member. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

NOTICE: CAMPUS CARRY OF CONCEALED HANDGUNS

"Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun".

carrying of concealed handguns anywhere within the confines of the heating, air conditioning, and refrigeration department is prohibited. **(PLEASE BE AWARE OF THE SIGNS THAT ARE POSTED AT EACH ENTRANCE.)**

Artificial Intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

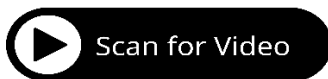
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

DAY	Text	LAB	Outside Reading/Writing Assignments
1		INTRODUCTION	
2	silver soldering	Practice Safe and Proper Use of Oxygen-Acetylene Torches	Read Ch 4/Take Ch 4 Quiz Using Lab Book
3	silver soldering	Practice Safe and Proper Use of Oxygen-Acetylene Torches	Read Ch 4/Take Ch 4 Quiz Using Lab Book
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5	REVIEW	Practice Safe Use of voltmeter, ammeter with power on	
6	REVIEW	Practice Safe Use of voltmeter, ammeter with power on	Read Ch 4/Take Ch 4 Quiz Using Lab Book
7	TEST CH 4	Practice Safe Use of voltmeter, ammeter with power on	Read Ch 4/Take Ch 4 Quiz Using Lab Book/Take Ch 4 Test Using Blackboard
8	5.1-5.7	Practice Safe Use of Electrical Equipment	Read Ch 5/Take Ch 5 Quiz Using Lab Book
9	5.1-5.7	Practice Safety in Moving Heavy Objects	Read Ch 5/Take Ch 5 Quiz Using Lab Book
10	5.8-5.11	Practice Ladder Safety and Proper Use	Read Ch 5/Take Ch 5 Quiz Using Lab Book
11	TEST CH 5	Introduction and Proper Use of Tubing Tools and Brushes	Read Ch 5/Take Ch 5 Quiz Using Lab Book/Take Ch 5 Test Using Blackboard
12	9.1-9.5	Introduction and Proper Use of Specialized Hand Tools	Read Ch 9/Take Ch 9 Quiz Using Lab Book
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16	TEST CH 9	Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book/Test Ch 9 Using Blackboard

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30	FINAL TEST	FINAL TEST	FINAL TEST

HART 1310 – 40C1
HVAC SHOP PRACTICES AND TOOLS
FALL 2026

Instructor: Chris Bardrick

Office: WC A116

Phone: 903-454-8736

Email: cbardrick@parisjc.edu

Office Hours: 7:30 – 8:00 a.m., 10:30 – 12:00, 5:30 – 6:00 p.m. MTWR

Or by appointment

Course Description:

Meeting Location: GV A-116

Meeting Days: MTWR

Meeting Times: 12 p.m. to 4:00

Tools and instruments used in the HVAC industry. Includes proper application, use and care of these tools, and tubing and piping practices.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title **Refrigeration and Air Conditioning Technology, 8th Edition**

Author Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein

ISBN 978-1-305-57829-6

Publisher Delmar Cengage Learning

Publication January 1, 2016

Date

Title **Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's
Refrigeration and Air Conditioning Technology, 8th Edition (MUST
BE NEW)**

Author John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson

ISBN 978-1-305-57870-8

Publisher Delmar Cengage Learning

Publication February 26, 2016

Date

Course Goals and Objectives:

Demonstrate use of hand tools, power tools, and instruments; construct flares, swages, and bends using tubing tools; use a torch for brazing and soldering; identify industry safety, and environmental regulations; and perform safety procedures.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Course Policies:**Class Attendance:**

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is OCTOBER 1st.

Class Conduct:

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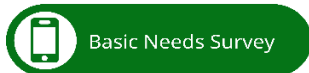
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Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

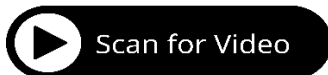
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



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29	TEST CH 10	Practice Recharge on Assigned Units	Read Ch 10/Take Ch 10 Quiz Using Lab Book
30	FINAL TEST	FINAL TEST	FINAL TEST

HART 1351-10B0
ENERGY MANAGEMENT
FALL 2026

Instructor: Gary Boyett

Office: WTC 1052

Phone: 903-782-0347

Email: gboyett@parisjc.edu

Office Hours: 7:30 – 8:00 a.m, 2:30-5:30 p.m. MTWR

Or by appointment

Meeting Location: WTC 906

Meeting Days: WR

Meeting Times: 6 p.m. – 10:00

Course Description:

Study of basic heat transfer theory; sensible and latent heat loads; building envelope construction; insulation, lighting, and fenestration types; and conduct energy audit procedures. The course also develops energy audit recommendations based on local utility rates, building use, and construction. Laboratory activities include developing energy audit reports, installing energy saving devices, and measuring energy consumption.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title **Refrigeration and Air Conditioning Technology, 8th Edition**

Author Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein

ISBN 978-1-305-57829-6

Publisher Delmar Cengage Learning

Publication Date January 1, 2016

Title **Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's
Refrigeration and Air Conditioning Technology, 8th Edition (MUST
BE NEW)**

Author John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson

ISBN 978-1-305-57870-8

Publisher Delmar Cengage Learning

Publication Date February 26, 2016

Date

Course Goals and Objectives:

Describe heat transfer theory; determine heat transfer characteristics of insulation, windows, and various types of building materials; explain utility rate structure; conduct energy audit and develop energy audit reports; explain energy saving consumption using appropriate instruments; and provide recommendations on managing energy cost.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

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Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. Before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment** in depending on the nature and severity of the situation, the

instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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SUBJECT: TOOL ROOM

Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

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TESTS:

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SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

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PERSONAL BUSINESS:

Students should arrange to take care of personal business, doctor's appointments, etc. outside of school hours.

HORSEPLAY:

Horseplay will not be tolerated as it can result in serious injury to yourself and others. Use common sense in these matters.

SAFETY:

Follow all safety rules and instructions. Take care of yourself and others.

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SMOKING:

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CLEAN UP:

There will be a clean up period at the end of each day. Each student is responsible for helping keep the classrooms and the lab clean.

FAILURE OR REFUSAL TO CLEAN UP WILL RESULT IN THE LOSS OF LAB CREDIT FOR THAT DAY.

RESPONSIBILITY:

It is the student's responsibility to know and follow all rules, to be aware of and make all test dates and to complete all assigned work on time.

NOTICE: CRIMINAL BACKGROUND

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about our background and licensure, please speak with your faculty member. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

NOTICE: CAMPUS CARRY OF CONCEALED HANDGUNS

"Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun".

carrying of concealed handguns anywhere within the confines of the heating, air conditioning, and refrigeration department is prohibited. **(PLEASE BE AWARE OF THE SIGNS THAT ARE POSTED AT EACH ENTRANCE.)**

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

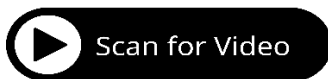
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

WEEK	TEXT	LAB
F1	BLACKBOARD	Blackboard Assignment
F2	LAB	Residential Energy Auditing
F3	BLACKBOARD	Blackboard Assignment
F4	LAB	Performing an Energy Audit
F5	BLACKBOARD	Blackboard Assignment
F6	LAB	Performing an Energy Audit
F7	Final Test	Final Test

**HART 1351 – 10B1
ENERGY MANAGEMENT
FALL 2026**

Instructor: Gary Boyett

Office: WTC 1052

Phone: 903-782-0347

Email: gboyett@parisjc.edu

Office Hours: 7:30 – 8:00 a.m., 2:30-5:30 p.m. MTWR

Or by appointment

Meeting Location: WTC 906

Meeting Days: WR

Meeting Times: 6 p.m. – 10:00

Course Description:

Study of basic heat transfer theory; sensible and latent heat loads; building envelope construction; insulation, lighting, and fenestration types; and conduct energy audit procedures. The course also develops energy audit recommendations based on local utility rates, building use, and construction. Laboratory activities include developing energy audit reports, installing energy saving devices, and measuring energy consumption.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title **Refrigeration and Air Conditioning Technology, 8th Edition**

Author Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein

ISBN 978-1-305-57829-6

Publisher Delmar Cengage Learning

Publication January 1, 2016

Date

Title **Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's
Refrigeration and Air Conditioning Technology, 8th Edition (MUST
BE NEW)**

Author John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson

ISBN 978-1-305-57870-8

Publisher Delmar Cengage Learning

Publication February 26, 2016

Date

Course Goals and Objectives:

Describe heat transfer theory; determine heat transfer characteristics of insulation, windows, and various types of building materials; explain utility rate structure; conduct energy audit and develop energy audit reports; explain energy saving consumption using appropriate instruments; and provide recommendations on managing energy cost.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

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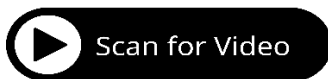
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Course Schedule:

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F2	LAB	Residential Energy Auditing
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F5	BLACKBOARD	Blackboard Assignment
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F7	Final Test	Final Test

**HART 1351 – 40B0
ENERGY MANAGEMENT
FALL 2026**

Instructor: Chris Bardrick

Office: WC A116

Phone: 903-454-8736

Email: cbardrick@parisjc.edu

Office Hours: 7:30 – 8:00 a.m., 10:30 – 12:00, 5:30 – 6:00 p.m. MTWR

Or by appointment

Meeting Location: GV A-116

Meeting Days: MTWR

Meeting Times: 6:00 p.m. to 10:00

Course Description:

Study of basic heat transfer theory; sensible and latent heat loads; building envelope construction; insulation, lighting, and fenestration types; and conduct energy audit procedures. The course also develops energy audit recommendations based on local utility rates, building use, and construction. Laboratory activities include developing energy audit reports, installing energy saving devices, and measuring energy consumption.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.

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Publication
Date January 1, 2016

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RESPONSIBILITY:

It is the student's responsibility to know and follow all rules, to be aware of and make all test dates and to complete all assigned work on time.

NOTICE: CRIMINAL BACKGROUND

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about our background and licensure, please speak with your faculty member. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

NOTICE: CAMPUS CARRY OF CONCEALED HANDGUNS

"Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun".

carrying of concealed handguns anywhere within the confines of the heating, air conditioning, and refrigeration department is prohibited. **(PLEASE BE AWARE OF THE SIGNS THAT ARE POSTED AT EACH ENTRANCE.)**

Artificial Intelligence (AI):

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You can return to your normal activities when, for at least 24 hours, both are true:

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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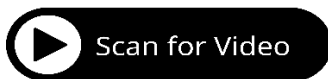
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

WEEK	TEXT	LAB
F1	BLACKBOARD	Blackboard Assignment
F2	LAB	Residential Energy Auditing
F3	BLACKBOARD	Blackboard Assignment
F4	LAB	Performing an Energy Audit
F5	BLACKBOARD	Blackboard Assignment
F6	LAB	Performing an Energy Audit
F7	Final Test	Final Test

HART 1356 – 10B0
EPA RECOVERY CERTIFICATION PREPARATION
FALL 2026

Instructor: Gary Boyett
Office: WTC 1052
Phone: 903-782-0347
Email: gboyett@parisjc.edu
Office Hours: 2:30 P.M. – 5:00
MTWR or by appt.

Meeting Location: WTC 906
Meeting Days: WR
Meeting Times: 6 p.m.- 10:00

Course Description:

Certification training for HVAC refrigerant recovery, recycle, and reclaim. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.
Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title	Refrigeration and Air Conditioning Technology, 8th Edition
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Course Goals and Objectives:

Define refrigerant recovery, recycle, and reclaim terms; explain refrigerant recovery, recycle, and reclaim procedures; analyze refrigerant recovery, recycle, and reclaim operations; identify Type I, Type II, and Type III appliances; examine and utilize Section 608 of the Clean Air Act of 1990 Refrigerant, Recovery, Recycle, and Reclaim.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

Course Policies:**Class Attendance:**

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **OCTOBER 1st**.

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the grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

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Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

SCHEDULED BREAKS:

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TESTS:

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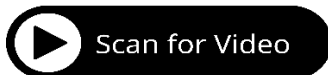
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Course Schedule:

DAY	Text	LAB	Outside Reading/Writing Assignments
1	49.1-49.10	Practice recovery of small recovery tanks contents into larger tanks.	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
2	49.1-49.10	Practice recovery of small recovery tanks contents into larger tanks.	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
3	49.1-49.10	Practice recovery of small recovery tanks contents into larger tanks.	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
4	49.1-49.10	Practice recovery of small recovery tanks contents into larger tanks.	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
5	49.1-49.10	Practice Recovery on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
6	49.1-49.10	Practice Recovery on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
7	49.1-49.10	Practice Recovery on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
8	49.1-49.10	Practice Recovery on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
9	49.1-49.10	Practice Evacuation on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
10	49.1-49.10	Practice Evacuation on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
11	49.1-49.10	Practice Evacuation on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
12	49.1-49.10	Practice Recharge on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
13	49.1-49.10	Practice Recharge on Assigned Units	Read Ch 49/Take Ch 49 Quiz Using Lab Book
14	49.1-49.10	Practice Recharge on Assigned Units	Read Ch 49/Take Ch 49 Quiz Using Lab Book
15	49.1-49.10	Practice Recharge on Assigned Units	Read Ch 49/Take Ch 49 Quiz Using Lab Book

16	TEST CH 49	Identification of Refrigerant Cylinders	Read Ch 49/Take Ch 49 Quiz Using Lab Book/Take Ch 49 Test Using Blackboard
17	50.1-50.5	Identification of Refrigerant Cylinders	Read Ch 50/Take Ch 50 Quiz Using Lab Book
18	50.1-50.5	Identification of Refrigerant Cylinders	Read Ch 50/Take Ch 50 Quiz Using Lab Book

19	50.1-50.5	Identification of Refrigerant Cylinders	Read Ch 50/Take Ch 50 Quiz Using Lab Book
20	50.6-50.13	Use of Graduated Charging Cylinder	Read Ch 50/Take Ch 50 Quiz Using Lab Book
21	50.6-50.13	Use of Graduated Charging Cylinder	Read Ch 50/Take Ch 50 Quiz Using Lab Book
22	50.6-50.13	Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
23	50.6-50.13	Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
24	50.6-50.13	Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
25	50.6-50.13	Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
26	50.6-50.13	Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book
27		Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book/Take Blackboard
28	TEST CH 50	Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book/Take Blackboard
29	FINALS	FINALS	
30	FINALS	FINALS	

HART 1356 – 10C1
EPA RECOVERY CERTIFICATION PREPARATION
FALL 2026

Instructor: Gary Boyett
Office: WTC 1052
Phone: 903-782-0347
Email: gboyett@parisjc.edu
Office Hours: 2:30 P.M. – 5:00
MTWR or by appt.

Meeting Location: WTC 906
Meeting Days: WR
Meeting Times: 6 p.m.- 10:00

Course Description:

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Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

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Classroom participation 25%

Lab Projects 50%

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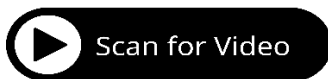
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This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

DAY	Text	LAB	Outside Reading/Writing Assignments
1	49.1-49.10	Practice recovery of small recovery tanks contents into larger tanks.	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
2	49.1-49.10	Practice recovery of small recovery tanks contents into larger tanks.	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
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16	TEST CH 49	Identification of Refrigerant Cylinders	Read Ch 49/Take Ch 49 Quiz Using Lab Book/Take Ch 49 Test Using Blackboard
17	50.1-50.5	Identification of Refrigerant Cylinders	Read Ch 50/Take Ch 50 Quiz Using Lab Book
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19	50.1-50.5	Identification of Refrigerant Cylinders	Read Ch 50/Take Ch 50 Quiz Using Lab Book
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29	FINALS	FINALS	
30	FINALS	FINALS	

HART 1356 – 40C0
EPA RECOVERY CERTIFICATION PREPARATION
FALL 2026

Instructor: Chris Bardrick

Office: WC A116

Phone: 903-782-0347

Email: cbardrick@parisjc.edu

Office Hours: 7:30 – 8:00 a.m., 9:00 – 11:30, 5:30 – 6:00 p.m. MTWR

Or by appointment

Meeting Location: GV A-116

Meeting Days: MTWR

Meeting Times: 6 p.m. to 10:00

Course Description:

Certification training for HVAC refrigerant recovery, recycle, and reclaim. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title **Refrigeration and Air Conditioning Technology, 8th Edition**

Author Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein

ISBN 978-1-305-57829-6

Publisher Delmar Cengage Learning

Publication Date January 1, 2016

Title **Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's
Refrigeration and Air Conditioning Technology, 8th Edition (MUST
BE NEW)**

Author John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson

ISBN 978-1-305-57870-8

Publisher Delmar Cengage Learning

Publication Date February 26, 2016

Course Goals and Objectives:

Define refrigerant recovery, recycle, and reclaim terms; explain refrigerant recovery, recycle, and reclaim procedures; analyze refrigerant recovery, recycle, and reclaim operations; identify Type I, Type II, and Type III appliances; examine and utilize Section 608 of the Clean Air Act of 1990 Refrigerant, Recovery, Recycle, and Reclaim.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

Course Policies:**Class Attendance:**

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **OCTOBER 1st**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. Before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment** in depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

SUBJECT: ATTENDANCE POLICY

Being late and leaving the classroom or laboratory without permission three (3) times will count as one (1) absence. Excessive absence will be reflected in your grades or could lead to your being dropped from the course.

The importance of your lab grade cannot be stressed enough as this is a technical course. Your lab grade is the best measure of field performance.

some of the areas that you will be graded on in the lab are safety, attitude, cleanliness, care of tools, following instruction, team work, initiative, lab projects and the amount of time absent.

the grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

SUBJECT: TOOL ROOM

Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

SCHEDULED BREAKS:

BREAKS ARE AT THE DISCRETION OF THE INSTRUCTOR. Students may leave the air conditioning and refrigeration building only for breaks.

TESTS:

Tests must be taken on the day scheduled by the instructor. No student will be allowed to make up a test without a written doctor's excuse or proof of a death in the family. If you know that you must be out on a test date you should make arrangements to take the test on an earlier date.

SUBJECT: GENERAL POLICY

NO SLEEPING IN CLASS OR LAB: Sleeping during lecture time will not be tolerated. Sleeping when you are supposed to be working in the lab will not be tolerated.
STUDENTS IN VIOLATION OF THIS RULE WILL BE GIVEN A ZERO FOR THE DAY. NO EXCEPTIONS.

SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

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PERSONAL BUSINESS:

Students should arrange to take care of personal business, doctor's appointments, etc. outside of school hours.

HORSEPLAY:

Horseplay will not be tolerated as it can result in serious injury to yourself and others. Use common sense in these matters.

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SPITTING, DIPPING, AND CHEWING:

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CLEAN UP:

There will be a clean up period at the end of each day. Each student is responsible for helping keep the classrooms and the lab clean.

FAILURE OR REFUSAL TO CLEAN UP WILL RESULT IN THE LOSS OF LAB CREDIT FOR THAT DAY.

RESPONSIBILITY:

It is the student's responsibility to know and follow all rules, to be aware of and make all test dates and to complete all assigned work on time.

NOTICE: CRIMINAL BACKGROUND

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about our background and licensure, please speak with your faculty member. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

NOTICE: CAMPUS CARRY OF CONCEALED HANDGUNS

"Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun".

carrying of concealed handguns anywhere within the confines of the heating, air conditioning, and refrigeration department is prohibited. ***(PLEASE BE AWARE OF THE SIGNS THAT ARE POSTED AT EACH ENTRANCE.)***

Artificial Intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

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It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

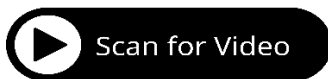
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29	FINALS	FINALS	
30	FINALS	FINALS	

HART 2331 – 10B0
ADVANCED ELECTRICITY
FALL 2026

Instructor: Gary Boyett
Office: WTC 1052
Phone: 903-782-0465
Email: gboyett@parisjc.edu
Office Hours: 7:30 – 8: a.m. 5-6 p.m. MTWR
Or by appointment

Meeting Location: WTC 906
Meeting Days: MTWR
Meeting Times: 8 a.m. to 1 p.m.

Course Description:

Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution motors, motor controls, and application of solid state devices.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.
Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title **Refrigeration and Air Conditioning Technology, 8th Edition**

Author Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein

ISBN 978-1-305-57829-6

Publisher Delmar Cengage Learning

Publication
Date January 1, 2016

Title **Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's
Refrigeration and Air Conditioning Technology, 8th Edition (MUST
BE NEW)**

Author John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson

ISBN 978-1-305-57870-8

Publisher Delmar Cengage Learning

Publication
Date February 26, 2016

Course Goals and Objectives:

Apply the principles and theory of power distribution; describe the theory, operation, and protection of electric motors; identify the application of solid state devices; troubleshoot electric motors and controls.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Course Policies:**Class Attendance:**

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is OCTOBER 1st.

Class Conduct:

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exam/assignment in depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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the grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

SUBJECT: TOOL ROOM

Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

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Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

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PJC is a smoke free and tobacco free campus. Smoking is only permitted in designated areas. No smoking, dipping, or spitting is allowed inside the building. Snacks and drinks will be allowed as long as trash is not left in the classrooms or shop.

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2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

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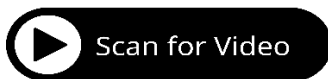
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	40.1-40.4	Practice Troubleshooting electric circuits	Read Ch 40/Take Ch 40 Quiz Using Lab Book
3	40.1-40.4	Practice Troubleshooting electric circuits	Read Ch 40/Take Ch 40 Quiz Using Lab Book
4	40.5-40.10	Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
5	40.5-40.10	Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
6	40.11-40.15	Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
7	40.11-40.15	Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
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10	40.11-40.15	Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
11	40.11-40.15	Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
12	TEST CH 40	Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
13	42.1-42.4	Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
14	42.1-42.4	Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
15	42.1-42.4	Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
16	42.5-42.10	Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
17	42.5-42.10	Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book

18	42.11-42.15	Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
19	42.11-42.15	Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book

20	42.11-42.15	Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
21	42.16-42.20	Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
22	42.16-42.20	Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
23	42.16-42.20	Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
24	42.16-42.20	Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
25	42.21-42.25	Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
26	42.21-42.25	Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
27	42.21-42.25	Troubleshooting, and Service of Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
28	42.21-42.25	Troubleshooting, and Service of Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
29	42.21-42.25	Troubleshooting, and Service of Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
30	FINALS	FINALS	

HART 2334 – 10B0
ADVANCED AIR CONDITIONING CONTROLS
FALL 2026

Instructor: Gary Boyett
Office: WTC 1052
Phone: 903-782-0347
Email: gboyett@parisjc.edu
Office Hours: 2:30 P.M. – 5 P.M. MTWR or by appt.

Meeting Location: WTC 906
Meeting Days: WR
Meeting Times: 6-10:00 p.m.

Course Description:

Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): Certificate in Air Conditioning or Permission from Instructor

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials: N/A

Course Goals and Objectives:

Install and troubleshoot complex electrical control devices; control circuits; apply A/C control concepts; and analyze the effects of smart energy networks and how they interface with HVAC control systems.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 50%

Classroom/Lab participation 50%

Course Policies:

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is OCTOBER 1st.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. Before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment** in depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

SUBJECT: ATTENDANCE POLICY

Being late and leaving the classroom or laboratory without permission three (3) times will count as one (1) absence. Excessive absence will be reflected in your grades or could lead to your being dropped from the course.

The importance of your lab grade cannot be stressed enough as this is a technical course. Your lab grade is the best measure of field performance.

some of the areas that you will be graded on in the lab are safety, attitude, cleanliness, care of tools, following instruction, team work, initiative, lab projects and the amount of time absent.

the grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

SUBJECT: TOOL ROOM

Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

SCHEDULED BREAKS:

BREAKS ARE AT THE DISCRETION OF THE INSTRUCTOR. Students may leave the air conditioning and refrigeration building only for breaks.

TESTS:

Tests must be taken on the day scheduled by the instructor. No student will be allowed to make up a test without a written doctor's excuse or proof of a death in the family. If you know that you must be out on a test date you should make arrangements to take the test on an earlier date.

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SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

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PERSONAL BUSINESS:

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HORSEPLAY:

Horseplay will not be tolerated as it can result in serious injury to yourself and others. Use common sense in these matters.

SAFETY:

Follow all safety rules and instructions. Take care of yourself and others.

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CLEAN UP:

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RESPONSIBILITY:

It is the student's responsibility to know and follow all rules, to be aware of and make all test dates and to complete all assigned work on time.

NOTICE: CRIMINAL BACKGROUND

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about our background and licensure, please speak with your faculty member. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

NOTICE: CAMPUS CARRY OF CONCEALED HANDGUNS

"Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun".

carrying of concealed handguns anywhere within the confines of the heating, air conditioning, and refrigeration department is prohibited. **(PLEASE BE AWARE OF THE SIGNS THAT ARE POSTED AT EACH ENTRANCE.)**

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You can return to your normal activities when, for at least 24 hours, both are true:

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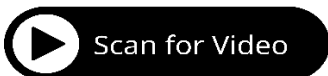
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F6	BLACKBOARD ASSIGNMENT	Blackboard Assignment

F7	LAB	Practice Addressing, Wiring, and Installation of MR 55, and 7716
F8	BLACKBOARD ASSIGNMENT	Blackboard Assignment

HART 2334 _ 10B1
ADVANCED AIR CONDITIONING CONTROLS
Fall 2026

Instructor: Gary Boyett
Office: WTC 1052
Phone: 903-782-0347
Email: gboyett@parisjc.edu
Office Hours: 2:30 P.M. – 5 P.M. MTWR or by appt.

Meeting Location: WTC 906
Meeting Days: WR
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Course Description:

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Credits:

SCH = 3.2.4

TSI Requirement: N/A

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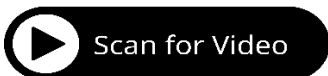
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Course Schedule:

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F3	LAB	Identification of Circuit Boards, Actuators, Controls
F4	BLACKBOARD ASSIGNMENT	Blackboard Assignment
F5	LAB	Practice Addressing, Wiring, and Installation of MR 55
F6	BLACKBOARD ASSIGNMENT	Blackboard Assignment

F7	LAB	Practice Addressing, Wiring, and Installation of MR 55, and 7716
F8	BLACKBOARD ASSIGNMENT	Blackboard Assignment

HART 2336 – 10B0
AIR CONDITIONING TROUBLESHOOTING
Fall 2026

Instructor: Gary Boyett
Office: WTC 1052
Phone: 903-782-0465
Email: gboyett@parisjc.edu
Office Hours: 7:30 – 8:00 a.m. 5-6 p.m. MTWR
Or by appointment

Meeting Location: WTC 906
Meeting Days: MTWR
Meeting Times: 8 a.m. to 1 p.m.

Course Description:

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.

Credits:
SCH = 3.2.4
TSI Requirement: N/A
Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.
Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title	Refrigeration and Air Conditioning Technology, 8th Edition
Author	Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein
ISBN	978-1-305-57829-6
Publisher	Delmar Cengage Learning
Publication Date	January 1, 2016
Title	Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's Refrigeration and Air Conditioning Technology, 8th Edition (MUST BE NEW)
Author	John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson
ISBN	978-1-305-57870-8
Publisher	Delmar Cengage Learning

Publication February 26, 2016
Date

Course Goals and Objectives:

Demonstrate knowledge of basic principles of electricity, electrical current, circuitry, and air conditioning devices; apply Ohm's law to electrical calculations; perform electrical continuity, voltage, and current tests with appropriate meters; and demonstrate electrical safety.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Course Policies:

Class Attendance:

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Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is OCTOBER 1st.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. Before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment** depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

SUBJECT: ATTENDANCE POLICY

Being late and leaving the classroom or laboratory without permission three (3) times will count as one (1) absence. Excessive absence will be reflected in your grades or could lead to your being dropped from the course.

The importance of your lab grade cannot be stressed enough as this is a technical course. Your lab grade is the best measure of field performance.

some of the areas that you will be graded on in the lab are safety, attitude, cleanliness, care of tools, following instruction, team work, initiative, lab projects and the amount of time absent.

the grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

SUBJECT: TOOL ROOM

Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

SCHEDULED BREAKS:

BREAKS ARE AT THE DISCRETION OF THE INSTRUCTOR. Students may leave the air conditioning and refrigeration building only for breaks.

TESTS:

Tests must be taken on the day scheduled by the instructor. No student will be allowed to make up a test without a written doctor's excuse or proof of a death in the family. If you know that you must be out on a test date you should make arrangements to take the test on an earlier date.

SUBJECT: GENERAL POLICY

NO SLEEPING IN CLASS OR LAB: Sleeping during lecture time will not be tolerated. Sleeping when you are supposed to be working in the lab will not be tolerated.

STUDENTS IN VIOLATION OF THIS RULE WILL BE GIVEN A ZERO FOR THE DAY. NO EXCEPTIONS.

SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

MINOR CHILDREN ON CAMPUS:

For safety reasons, minor children are not allowed in the lab or the classrooms while student parents are attending classes. Minor children who are visiting the campus with parents conducting college business must be under the direct supervision and control of their parents or guardians at all times.

PERSONAL BUSINESS:

Students should arrange to take care of personal business, doctor's appointments, etc. outside of school hours.

HORSEPLAY:

Horseplay will not be tolerated as it can result in serious injury to yourself and others. Use common sense in these matters.

SAFETY:

Follow all safety rules and instructions. Take care of yourself and others.

PROFESSIONAL CONDUCT:

All students are expected to behave in a mature and professional manner you are training to work in a professional and demanding career. Let's not lose sight of this.

SMOKING:

Is not permitted anywhere inside or outside the building. Students are permitted to leave the workforce technology building to smoke only during scheduled breaks.

SPITTING, DIPPING, AND CHEWING:

PJC is a smoke free and tobacco free campus. Smoking is only permitted in designated areas. No smoking, dipping, or spitting is allowed inside the building. Snacks and drinks will be allowed as long as trash is not left in the classrooms or shop.

FIGHTING, ALCOHOL, ILLEGAL DRUGS:

Fighting or threatening will not be tolerated. Alcohol and illegal drug use or being under the influence of these while on campus is forbidden.

CLEAN UP:

There will be a clean up period at the end of each day. Each student is responsible for helping keep the classrooms and the lab clean.

FAILURE OR REFUSAL TO CLEAN UP WILL RESULT IN THE LOSS OF LAB CREDIT FOR THAT DAY.

RESPONSIBILITY:

It is the student's responsibility to know and follow all rules, to be aware of and make all test dates and to complete all assigned work on time.

NOTICE: CRIMINAL BACKGROUND

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about our background and licensure, please speak with your faculty member. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

NOTICE: CAMPUS CARRY OF CONCEALED HANDGUNS

"Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun".

carrying of concealed handguns anywhere within the confines of the heating, air conditioning, and refrigeration department is prohibited. **(PLEASE BE AWARE OF THE SIGNS THAT ARE POSTED AT EACH ENTRANCE.)**

Artificial Intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

1	15.1-15.4	Practice troubleshooting electric circuits using voltage-drop method on assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
2	15.1-15.4	Practice troubleshooting electric circuits using schematics and the "hop-skotch" method on assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
3	15.1-15.4	Practice troubleshooting the thermostat in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
4	15.1-15.4	. Practice troubleshooting the thermostat in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
5	15.1-15.4	Practice troubleshooting both the low voltage and high voltage circuits in assigned units. Praactice troubleshooting amperage in both the low and high voltage circuits in assigned units	Read Ch 15/Take Ch 15 Quiz Using Lab Book
6	15.5-15.9	Practice troubleshooting switches and loads in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
7	15.5-15.9	Practice checking operating conditions of low, medium, and high temperature equipment on assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
8	15.5-15.9	Practice checking operating conditions on air cooled equipment.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
9	TEST CH 15	Practice checking operating conditions on watercooled equipment.	Read Ch 15/Take Ch 15 Quiz Using Lab Book/Take Ch 15 Test Using Blackboard
10	29.1-29.9	Practice checking operating conditions on watercooled equipment.	Read Ch 29/Take Ch 29 Quiz Using Lab Book
11	29.1-29.9	Practice checking refrigerant charge on assigned units	Read Ch 29/Take Ch 29 Quiz Using Lab Book
12	29.1-29.9	Practice checking evaporator efficiency on assigned units.	Read Ch 29/Take Ch 29 Quiz Using Lab Book
13	29.10-29.15	Practice checking condenser efficiency on assigned units.	Read Ch 29/Take Ch 29 Quiz Using Lab Book

14	29.10-29.15	Practice checking efficiency of compressors in assigned units.	Read Ch 29/Take Ch 29 Quiz Using Lab Book
15	29.16-29.21	Practice performing Vacuum compressor test on assigned units. .	Read Ch 29/Take Ch 29 Quiz Using Lab Book

16	TEST CH 29	Practice Closed loop Compressor bench test with unit running .	Read Ch 29/Take Ch 29 Quiz Using Lab Book/Take Ch 29 Test Using Blackboard
17	41.1-41.3	Practice Closed loop Compressor test on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
18	41.1-41.3	Practice compressor running test on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
19	41.4-41.6	Practice checking evaporator pressures and operating conditions on assigned units. Checking pressures and temperatures under different load conditions.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
20	41.4-41.6	Practice checking system pressures and temperatures on assigned units. Establishing reference points on unknown equipment.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
21	41.4-41.6	Practice determining compressor electrical operating conditions, Equipment Efficiency Rating, and equipment start up on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
22	41.7-41.10	Practice determining compressor electrical operating conditions, Equipment Efficiency Rating, and equipment start up on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
23	41.7-41.10	Practice determining compressor full load current, run load and locked rotor amps on assigned units. Practice troubleshooting high voltage.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
24	41.11-41.15	Practice troubleshooting electrical troubleshooting of circuit protectors, compressors, overloads,	Read Ch 41/Take Ch 41 Quiz Using Lab Book
25	41.11-41.15	Practice mechanical troubleshooting with gauges and thermometers on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
26	41.16-41.18	Practice High and Low side Gauge Readings, Temperature and Pressure readings.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
27	41.16-41.18	Practice mechanical troubleshooting with gauges and thermometers on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
28	TEST CH 41	Practice mechanical troubleshooting with gauges and thermometers on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book/Take Ch 41 Test Using Blackboard
29	FINALS	FINALS	
30	FINALS	FINALS	

HART 2341-10C0
COMMERCIAL AIR CONDITIONING
FALL 2026

Instructor: Gary Boyett
Office: WTC 1056
Phone: 903-782-0347
Email: gboyett@parisjc.edu
Office Hours: 7:30 – 8:00 a.m. 5-6 p.m. MTWR
Or by appointment

Meeting Location: WTC 906
Meeting Days: MTWR
Meeting Times: 8 a.m. to 1 p.m.

Course Description:

A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.

Credits:
SCH = 3.2.4
TSI Requirement: N/A
Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.
Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title	Refrigeration and Air Conditioning Technology, 8th Edition
Author	Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein
ISBN	978-1-305-57829-6
Publisher	Delmar Cengage Learning
Publication Date	January 1, 2022

Title	Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's Refrigeration and Air Conditioning Technology, 8th Edition
Author	John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson
ISBN	978-1-305-57870-8
Publisher	Delmar Cengage Learning
Publication Date	February 26, 2022

Course Goals and Objectives:

Apply and describe the sequence of operation for commercial air conditioning systems and their accessories; identify components relative to commercial air conditioning; and explain energy efficient and renewable energy technologies.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Course Policies:**Class Attendance:**

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is OCTOBER 1st.

Class Conduct:

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You can return to your normal activities when, for at least 24 hours, both are true:

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

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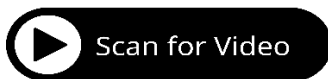
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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Course Schedule:

1	INTRODUCTION		
2	21.1-21.3	Check & Evaluate Evaporator Performance on Assigned Units	Read Unit 21/Take Ch 21 Quiz Using Lab Book
3	21.1-21.3	Check & Evaluate Evaporator Performance on Assigned Units	Read Unit 21/Take Ch 21 Quiz Using Lab Book
4	21.4-21.6	Service, Maintenance, & Repair of Evaporators, Evaluation of Superheat, Subcooling, and Charge	Read Unit 21/Take Ch 21 Quiz Using Lab Book
5	21.4-21.6	Service, Maintenance, & Repair of Evaporators, Evaluation of Superheat, Subcooling, and Charge	Read Unit 21/Take Ch 21 Quiz Using Lab Book
6	21.7-21.8	Service, Maintenance, & Repair of Evaporators, Evaluation of Superheat, Subcooling, and Charge	Read Unit 21/Take Ch 21 Quiz Using Lab Book
7	21.7-21.8	Check Performance of Chilled Water Systems. Evaluation of Low Temp Evaporators and Defrost	Read Unit 21/Take Ch 21 Quiz Using Lab Book
8	21.9-21.10	Check Performance of Chilled Water Systems. Evaluation of Low Temp Evaporators and Defrost	Read Unit 21/Take Ch 21 Quiz Using Lab Book
9	21.9-21.10	Adjust open compressor speed on assigned units.	Read Unit 21/Take Ch 21 Quiz Using Lab Book
10	21.11-21.12	Service, Maintenance & Repair of Waste/Water Systems, Condenser Subcooling & Water Tower Maintenance	Read Unit 21/Take Ch 21 Quiz Using Lab Book
11	21.11-21.12	Adjust superheat on assigned low-medium-high temperature systems.	Read Unit 21/Take Ch 21 Quiz Using Lab Book
12	21.13-21.14	Adjust superheat on assigned low-medium-high temperature systems.	Read Unit 21/Take Ch 21 Quiz Using Lab Book
13	21.13-21.14	Adjust superheat on assigned low-medium-high temperature systems.	Read Unit 21/Take Ch 21 Quiz Using Lab Book
14	21.15-21.16	Adjust evaporator pressure regulators on assigned units.	Read Unit 21/Take Ch 21 Quiz Using Lab Book
15	21.15-21.16	Adjust evaporator pressure regulators on assigned units.	Read Unit 21/Take Ch 21 Quiz Using Lab Book
16	21.17-21.18	Adjust Fan Cycling Head Pressure Controls on Assigned Units. Pulleys, and Belt Drives, Motor Protection	Read Unit 21/Take Ch. 21 Quiz Using Lab Book
17	21.17-21.18	Service, Repair, Maintenance of Compressors	Read Unit 21/Take Ch. 21 Quiz Using Lab Book
18	Test Ch. 21	Practice Adjusting High & Low Pressure Switches on Assigned Units.	Read Unit 21/Take Ch. 21 Quiz Using Lab Book/Take Ch. 21 Test Using Bb

19	22.1-22.3	Practice Adjusting High & Low Pressure Switches on Assigned Units..	Read Unit 21/Take Ch. 21 Quiz Using Lab Book
20	22.1-22.3	Practice Adjusting High & Low Pressure Switches on Assigned Units.	Read Unit 22/Take Ch. 22 Quiz Using Lab Book
21	22.4-22.6	Practice Adjusting Oil Safety Control, Head Pressure Controls, Ambient Controls, & Setting Defrost Clocks	Read Unit 22/Take Ch. 22 Quiz Using Lab Book
22	22.4-22.6	Practice Adjusting Oil Safety Control, Head Pressure Controls, Ambient Controls, & Setting Defrost Clocks	Read Unit 22/Take Ch. 22 Quiz Using Lab Book
23	22.7-22.9	Service, Maintenance, Installation of Expansion Devices	Read Unit 22/Take Ch. 22 Quiz Using Lab Book
24	22.7-22.9	Service, Maintenance, Installation of Expansion Devices	Read Unit 22/Take Ch. 22 Quiz Using Lab Book
25	22.9-22.11	Service, Maintenance, Installation of Expansion Devices	Read Unit 22/Take Ch. 22 Quiz Using Lab Book
26	22.9-22.11	Service, Maintenance, Installation of Expansion Devices	Read Unit 22/Take Ch. 22 Quiz Using Lab Book
27	22.9-22.11	Service, Maintenance, Installation of Expansion Devices	Read Unit 22/Take Ch. 22 Quiz Using Lab Book
28	22.9-22.11	Service, Maintenance, Installation of Expansion Devices	Read Unit 22/Take Ch. 22 Quiz Using Lab Book
29	22.12-22.14	Service, Maintenance, Installation of Expansion Devices	Read Unit 22/Take Ch. 22 Quiz Using Lab Book
30	22.12-22.14	Equipment Troubleshooting, Installation, Service & Maintenance of Refrigeration	Read Unit 22/Take Ch. 22 Quiz Using Lab Book
31	FINAL TEST	FINAL TEST	

HART 2343 – 10C0
INDUSTRIAL AIR CONDITIONING
FALL 2026

Instructor: Gary Boyett
Office: WTC 1052
Phone: 903-782-0347
Email: gboyett@parisjc.edu
Office Hours: 5:00 -6 p.m. MTWR or by appt.

Meeting Location: WTC 906
Meeting Days: WR
Meeting Times: 6:00 p.m. to 10:00

Course Description:

Theory and application of HVAC Industrial Air Conditioning. Control devices, electromechanical controls, and/or pneumatic controls. Low pressure chillers and cooling towers.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Prerequisite(s): Certificate in Air Conditioning or Permission from Instructor

Required Textbook(s) and Materials: N/A

Course Goals and Objectives:

Define a zone control system; perform the installation of zone control in an existing home; define the major components of a zone control system; state the primary benefits of a zone control system

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Course Policies:

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **OCTOBER 1st**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. Before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment** in depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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SUBJECT: ATTENDANCE POLICY

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the grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

SUBJECT: TOOL ROOM

Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

SCHEDULED BREAKS:

BREAKS ARE AT THE DISCRETION OF THE INSTRUCTOR. Students may leave the air conditioning and refrigeration building only for breaks.

TESTS:

Tests must be taken on the day scheduled by the instructor. No student will be allowed to make up a test without a written doctor's excuse or proof of a death in the family. If you know that you must be out on a test date you should make arrangements to take the test on an earlier date.

SUBJECT: GENERAL POLICY

NO SLEEPING IN CLASS OR LAB: Sleeping during lecture time will not be tolerated. Sleeping when you are supposed to be working in the lab will not be tolerated. **STUDENTS IN VIOLATION OF THIS RULE WILL BE GIVEN A ZERO FOR THE DAY. NO EXCEPTIONS.**

SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

MINOR CHILDREN ON CAMPUS:

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PERSONAL BUSINESS:

Students should arrange to take care of personal business, doctor's appointments, etc. outside of school hours.

HORSEPLAY:

Horseplay will not be tolerated as it can result in serious injury to yourself and others. Use common sense in these matters.

SAFETY:

Follow all safety rules and instructions. Take care of yourself and others.

PROFESSIONAL CONDUCT:

All students are expected to behave in a mature and professional manner you are training to work in a professional and demanding career. Let's not lose sight of this.

SMOKING:

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SPITTING, DIPPING, AND CHEWING:

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Fighting or threatening will not be tolerated. Alcohol and illegal drug use or being under the influence of these while on campus is forbidden.

CLEAN UP:

There will be a clean up period at the end of each day. Each student is responsible for helping keep the classrooms and the lab clean.

FAILURE OR REFUSAL TO CLEAN UP WILL RESULT IN THE LOSS OF LAB CREDIT FOR THAT DAY.

RESPONSIBILITY:

It is the student's responsibility to know and follow all rules, to be aware of and make all test dates and to complete all assigned work on time.

NOTICE: CRIMINAL BACKGROUND

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about our background and licensure, please speak with your faculty member. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

NOTICE: CAMPUS CARRY OF CONCEALED HANDGUNS

"Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun".

carrying of concealed handguns anywhere within the confines of the heating, air conditioning, and refrigeration department is prohibited. **(PLEASE BE AWARE OF THE SIGNS THAT ARE POSTED AT EACH ENTRANCE.)**

Artificial Intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

WEEK	TEXT	LAB
1	INTRODUCTION	INTRODUCTION BLACKBOARD ASSIGNMENT
2	LAB	BLACKBOARD ASSIGNMENT THEORY OF OPERATION
3	CHAPTER 4	BLACKBOARD ASSIGNMENT DESIGN AND IMPLEMENTATION
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7	BLACKBOARD ASSIGNMENT	BLACKBOARD ASSIGNMENT TROUBLESHOOTING
8	LAB AND BLACKBOARD ASSN.	HANDS ON FINAL EXAMS

**HART 2343 – 10C1
INDUSTRIAL AIR CONDITIONING
FALL 2026**

Instructor: Gary Boyett
Office: WTC 1052
Phone: 903-782-0347
Email: gboyett@parisjc.edu
Office Hours: 5:00 -6 p.m. MTWR or by appt.

Meeting Location: WTC 906
Meeting Days: WR
Meeting Times: 6:00 p.m. to 10:00

Course Description:

Theory and application of HVAC Industrial Air Conditioning. Control devices, electromechanical controls, and/or pneumatic controls. Low pressure chillers and cooling towers.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Prerequisite(s): Certificate in Air Conditioning or Permission from Instructor

Required Textbook(s) and Materials: N/A

Course Goals and Objectives:

Define a zone control system; perform the installation of zone control in an existing home; define the major components of a zone control system; state the primary benefits of a zone control system

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

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Course Policies:

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Illness Policy:

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Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

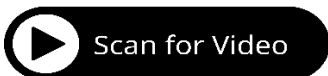
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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Course Schedule:

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8	LAB AND BLACKBOARD ASSN.	HANDS ON FINAL EXAMS

HART 2343 – 40B0
INDUSTRIAL AIR CONDITIONING
FALL 2026

Instructor: Chris Bardrick
Office: GV A-117
Phone: 903-454-8736
Email: cbardrick@parisjc.edu

Office Hours: 7:30 - 8 a.m., 10:30 – 12, 5 p.m - 6 p.m.MTWR or by appt.

Meeting Location: GV-A-116

Meeting Days: MTWR

Meeting Times: 6:00 p.m. to 10:00

Course Description:

Theory and application of HVAC Industrial Air Conditioning. Control devices, electromechanical controls, and/or pneumatic controls. Low pressure chillers and cooling towers.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Prerequisite(s): Certificate in Air Conditioning or Permission from Instructor

Required Textbook(s) and Materials: N/A

Course Goals and Objectives:

Define a zone control system; perform the installation of zone control in an existing home; define the major components of a zone control system; state the primary benefits of a zone control system

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

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Complaint Procedures:

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Illness Policy:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

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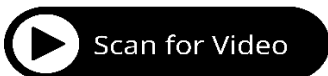
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

WEEK	TEXT	LAB
1	INTRODUCTION	INTRODUCTION BLACKBOARD ASSIGNMENT
2	LAB	BLACKBOARD ASSIGNMENT THEORY OF OPERATION
3	CHAPTER 4	BLACKBOARD ASSIGNMENT DESIGN AND IMPLEMENTATION
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8	LAB AND BLACKBOARD ASSN.	HANDS ON FINAL EXAMS

HART 2343 – 40B0
INDUSTRIAL AIR CONDITIONING
FALL 2026

Instructor: Chris Bardrick
Office: GV A-117
Phone: 903-454-8736
Email: cbardrick@parisjc.edu

Meeting Location: GV-A-116
Meeting Days: MTWR
Meeting Times: 6:00 p.m. to 10:00

Office Hours: 7:30 - 8 a.m., 10:30 – 12, 5 p.m - 6 p.m.MTWR or by appt.

Course Description:

Theory and application of HVAC Industrial Air Conditioning. Control devices, electromechanical controls, and/or pneumatic controls. Low pressure chillers and cooling towers.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Prerequisite(s): Certificate in Air Conditioning or Permission from Instructor

Required Textbook(s) and Materials: N/A

Course Goals and Objectives:

Define a zone control system; perform the installation of zone control in an existing home; define the major components of a zone control system; state the primary benefits of a zone control system

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

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SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Course Policies:

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **OCTOBER 1st**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. Before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment** in depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

SUBJECT: ATTENDANCE POLICY

Being late and leaving the classroom or laboratory without permission three (3) times will count as one (1) absence. Excessive absence will be reflected in your grades or could lead to your being dropped from the course.

The importance of your lab grade cannot be stressed enough as this is a technical course. Your lab grade is the best measure of field performance.

some of the areas that you will be graded on in the lab are safety, attitude, cleanliness, care of tools, following instruction, team work, initiative, lab projects and the amount of time absent.

the grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

SUBJECT: TOOL ROOM

Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

SCHEDULED BREAKS:

BREAKS ARE AT THE DISCRETION OF THE INSTRUCTOR. Students may leave the air conditioning and refrigeration building only for breaks.

TESTS:

Tests must be taken on the day scheduled by the instructor. No student will be allowed to make up a test without a written doctor's excuse or proof of a death in the family. If you know that you must be out on a test date you should make arrangements to take the test on an earlier date.

SUBJECT: GENERAL POLICY

NO SLEEPING IN CLASS OR LAB: Sleeping during lecture time will not be tolerated. Sleeping when you are supposed to be working in the lab will not be tolerated. **STUDENTS IN VIOLATION OF THIS RULE WILL BE GIVEN A ZERO FOR THE DAY. NO EXCEPTIONS.**

SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

MINOR CHILDREN ON CAMPUS:

For safety reasons, minor children are not allowed in the lab or the classrooms while student parents are attending classes. Minor children who are visiting the campus with parents conducting college business must be under the direct supervision and control of their parents or guardians at all times.

PERSONAL BUSINESS:

Students should arrange to take care of personal business, doctor's appointments, etc. outside of school hours.

HORSEPLAY:

Horseplay will not be tolerated as it can result in serious injury to yourself and others. Use common sense in these matters.

SAFETY:

Follow all safety rules and instructions. Take care of yourself and others.

PROFESSIONAL CONDUCT:

All students are expected to behave in a mature and professional manner you are training to work in a professional and demanding career. Let's not lose sight of this.

SMOKING:

Is not permitted anywhere inside or outside the building. Students are permitted to leave the workforce technology building to smoke only during scheduled breaks.

SPITTING, DIPPING, AND CHEWING:

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FIGHTING, ALCOHOL, ILLEGAL DRUGS:

Fighting or threatening will not be tolerated. Alcohol and illegal drug use or being under the influence of these while on campus is forbidden.

CLEAN UP:

There will be a clean up period at the end of each day. Each student is responsible for helping keep the classrooms and the lab clean.

FAILURE OR REFUSAL TO CLEAN UP WILL RESULT IN THE LOSS OF LAB CREDIT FOR THAT DAY.

RESPONSIBILITY:

It is the student's responsibility to know and follow all rules, to be aware of and make all test dates and to complete all assigned work on time.

NOTICE: CRIMINAL BACKGROUND

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about our background and licensure, please speak with your faculty member. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

NOTICE: CAMPUS CARRY OF CONCEALED HANDGUNS

"Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun".

carrying of concealed handguns anywhere within the confines of the heating, air conditioning, and refrigeration department is prohibited. **(PLEASE BE AWARE OF THE SIGNS THAT ARE POSTED AT EACH ENTRANCE.)**

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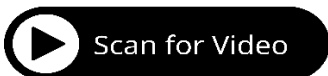
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Course Schedule:

WEEK	TEXT	LAB
1	INTRODUCTION	INTRODUCTION BLACKBOARD ASSIGNMENT
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8	LAB AND BLACKBOARD ASSN.	HANDS ON FINAL EXAMS

HART 2345 – 10C0
RESIDENTIAL AIR CONDITIONING SYSTEMS DESIGN
Fall 2026

Instructor: Gary Boyett
Office: WTC 1052
Phone: 903-782-0347
Email: gboyett@parisjc.edu
Office Hours: 7:30 – 8:00 a.m. 5-6 p.m. MTWR
Or by appointment

Meeting Location: WTC 906
Meeting Days: MTWR
Meeting Times: 8 a.m. to 1 p.m.

Course Description:

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

Credits:
SCH = 3.2.4
TSI Requirement: N/A
Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.
Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title	Refrigeration and Air Conditioning Technology, 8th Edition
Author	Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein
ISBN	978-1-305-57829-6
Publisher	Delmar Cengage Learning
Publication Date	January 1, 2022
Title	Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's Refrigeration and Air Conditioning Technology, 8th Edition (MUST BE NEW)
Author	John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson
ISBN	978-1-305-57870-8
Publisher	Delmar Cengage Learning
Publication Date	February 26, 2022

Course Goals and Objectives:

Calculate heat loss and heat gain; size heating and cooling equipment to the structure; read and interpret detailed HVAC design plans; perform a load calculation using industry standards; and design a complete air distribution system including ventilation requirements and indoor air quality.

Course Requirements and Evaluation:

Blackboard tests and assignments, including Final 25%

Classroom participation 25%

Lab Projects 50%

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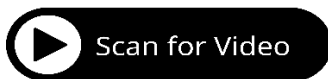
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Course Schedule:

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	35.1-35.8	Practice with u-tube manometer.	Read Unit 35/Ch 35 Quiz Using lab Book
3	35.1-35.8	Practice checking air flow with velometer.	Read Unit 35/Ch 35 Quiz Using lab Book
4	35.9-35.10	Practice traversing duct with pitot tube.	Read Unit 35/Ch 35 Quiz Using lab Book
5	35.9-35.10	Practice traversing duct with pitot tube.	Read Unit 35/Ch 35 Quiz Using lab Book
6	35.13	Practice installing flex duct.	Read Unit 35/Ch 35 Quiz Using lab Book
7	35.13	Practice installing duct board.	Read Unit 35/Ch 35 Quiz Using lab Book
8	35.13	Practice sizing duct using friction chart.	Read Unit 35/Ch 35 Quiz Using lab Book
9	35.13	Practice sizing duct using friction chart.	Read Unit 35/Ch 35 Quiz Using lab Book
10	35.13	Practice sizing duct using duct calculator.	Read Unit 35/Ch 35 Quiz Using lab Book
11	35.14	Practice sizing duct using duct calculator.	Read Unit 35/Ch 35 Quiz Using lab Book
12	35.14	Practice sizing duct using duct calculator.	Read Unit 35/Ch 35 Quiz Using lab Book
13	35.14	Practice evaluating building envelope R-values.	Read Unit 35/Ch 35 Quiz Using lab Book
14	35.14	Practice evaluating building envelope R-values.	Read Unit 35/Ch 35 Quiz Using lab Book
15	TEST CH 35	Practice taking off room dimensions and features.	Read Unit 35/Ch 35 Quiz Using lab Book/Ch 35 Test Using Blackboard
16	37.1-37.5	Practice with u-tube manometer.	Read Unit 37/Ch 37 Quiz Using lab Book
17	37.1-37.5	Practice checking air flow with velometer.	Read Unit 37/Ch 37 Quiz Using lab Book
18	37.6-37.10	Practice traversing duct with pitot tube.	Read Unit 37/Ch 37 Quiz Using lab Book
19	37.6-37.10	Practice assembling round duct.	Read Unit 37/Ch 37 Quiz Using lab Book
20	37.6-37.10	Practice installing flex duct.	Read Unit 37/Ch 37 Quiz Using lab Book
21	37.11-37.15	Practice installing duct board.	Read Unit 37/Ch 37 Quiz Using lab Book

22	37.11-37.15	Practice installing duct board.	Read Unit 37/Ch 37 Quiz Using lab Book
23	37.11-37.15	Practice sizing duct using friction chart.	Read Unit 37/Ch 37 Quiz Using lab Book
24	37.16-37.21	Practice sizing duct using friction chart.	Read Unit 37/Ch 37 Quiz Using lab Book
25	37.16-37.21	Practice sizing duct using duct calculator.	Read Unit 37/Ch 37 Quiz Using lab Book
26	TEST CH 37	Practice sizing duct using duct calculator.	Read Unit 37/Ch 37 Quiz Using lab Book/Ch 37 Test Using Blackboard
27	FRICTION CHART	Practice assembling round duct.	Read Man J/Answer Man J Questions/Manual J Load Calculations
28	FRICTION CHART	Practice installing flex duct.	Read Man J/Answer Man J Questions/Manual J Load Calculations
29	DUCT CALCULATOR	Practice sizing duct using duct calculator	Read Man J/Answer Man J Questions/Manual J Load Calculations
30	DUCT CALCULATOR	Practice sizing duct using duct calculator	Read Man J/Answer Man J Questions/Manual J Load Calculations
31	FINAL TEST	FINAL TEST	

**HART 2350 – 10C0
HVAC ZONE CONTROLS
FALL 2026**

Instructor: Gary Boyett

Office: WTC 1052

Phone: 903-782-0347

Email: gboyett@parisjc.edu

Office Hours: 7:30 – 8:00 a.m. 2:30-4:30 p.m. MTWR

Or by appointment

Meeting Location: WTC 906

Meeting Days: WR

Meeting Times: 8 a.m. to 12:00

Theory and application of HVAC residential Zone control devices, electromechanical controls, and/or pneumatic controls.

Credits:

SCH = 3.2.4

TSI Requirement: N/A

Prerequisite(s): N/A

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Title **Refrigeration and Air Conditioning Technology, 8th Edition**

Author Bill Whitman; Bill Johnson; John Tomczyk; Eugene Silberstein

ISBN 978-1-305-57829-6

Publisher Delmar Cengage Learning

Publication January 1, 2022

Date

Title **Lab Manual for Tomczyk/Silberstein/ Whitman/Johnson's
Refrigeration and Air Conditioning Technology, 8th Edition (MUST
BE NEW)**

Author John Tomczyk; Eugene Silberstein; Bill Whitman; Bill Johnson

ISBN 978-1-305-57870-8

Publisher Delmar Cengage Learning

Publication February 26, 2022

Date

Course Goals and Objectives:

Define a zone control system; perform the installation of zone control in an existing home; define the major components of a zone control system; state the primary benefits of a zone control system.

Course Requirements and Evaluation:

Blackboard tests 15%

Assignments, including Final 15%

Classroom participation / Lab Projects 70%

THE IMPORTANCE OF YOUR LAB GRADE CANNOT BE STRESSED ENOUGH AS THIS IS A TECHNICAL COURSE. YOUR LAB GRADE IS THE BEST MEASURE OF FIELD PERFORMANCE.

SOME OF THE AREAS THAT YOU WILL BE GRADED ON IN THE LAB ARE SAFETY, ATTITUDE, CLEANLINESS, CARE OF TOOLS, FOLLOWING INSTRUCTION, TEAM WORK, INITIATIVE, LAB PROJECTS AND THE AMOUNT OF TIME ABSENT.

THE GRADING SYMBOLS USED ARE A,B,C,D,F,W,X. LAB ACTIVITIES MAY USE UNSATISFACTORY, SATISFACTORY, GOOD, EXCELLENT.

Course Policies:

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is OCTOBER 1st.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. Before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the**

exam/assignment in depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

SUBJECT: ATTENDANCE POLICY

Being late and leaving the classroom or laboratory without permission three (3) times will count as one (1) absence. Excessive absence will be reflected in your grades or could lead to your being dropped from the course.

The importance of your lab grade cannot be stressed enough as this is a technical course. Your lab grade is the best measure of field performance.

some of the areas that you will be graded on in the lab are safety, attitude, cleanliness, care of tools, following instruction, team work, initiative, lab projects and the amount of time absent.

the grading symbols used are a.b.c.d.f.w.x. lab activities may use unsatisfactory, satisfactory, good, excellent.

SUBJECT: TOOL ROOM

Tools and materials are provided for the student to work with in our lab. However, we cannot provide enough tools for every student. It may be necessary for students to share tools at various times. Please be courteous to each in sharing resources.

An important responsibility of each student is to help maintain our tools and instruments. Please use the right tool for the job and do not abuse tools. Each student is expected to take care of the tools checked out to him.

It is also very important to conserve materials. Do not be wasteful. You are learning to be a professional technician. Professionals do not waste materials. **FAILURE TO OBSERVE TOOL ROOM RULES CAN RESULT IN THE LOWERING OF YOUR LAB GRADE.**

SCHEDULED BREAKS:

BREAKS ARE AT THE DISCRETION OF THE INSTRUCTOR. Students may leave the air conditioning and refrigeration building only for breaks.

TESTS:

Tests must be taken on the day scheduled by the instructor. No student will be allowed to make up a test without a written doctor's excuse or proof of a death in the family. If you know that you must be out on a test date you should make arrangements to take the test on an earlier date.

SUBJECT: GENERAL POLICY

NO SLEEPING IN CLASS OR LAB: Sleeping during lecture time will not be tolerated.

Sleeping when you are supposed to be working in the lab will not be tolerated.

STUDENTS IN VIOLATION OF THIS RULE WILL BE GIVEN A ZERO FOR THE DAY. NO EXCEPTIONS.

SEXUAL HARASSMENT:

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender that: Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies, or otherwise adversely affects an individual's employment or academic opportunities. harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on PJC premises, or is circulated in the workplace. Students shall not engage in conduct constituting sexual harassment of other students or instructors.

MINOR CHILDREN ON CAMPUS:

For safety reasons, minor children are not allowed in the lab or the classrooms while student parents are attending classes. Minor children who are visiting the campus with parents conducting college business must be under the direct supervision and control of their parents or guardians at all times.

PERSONAL BUSINESS:

Students should arrange to take care of personal business, doctor's appointments, etc. outside of school hours.

HORSEPLAY:

Horseplay will not be tolerated as it can result in serious injury to yourself and others. Use common sense in these matters.

SAFETY:

Follow all safety rules and instructions. Take care of yourself and others.

PROFESSIONAL CONDUCT:

All students are expected to behave in a mature and professional manner you are training to work in a professional and demanding career. Let's not lose sight of this.

SMOKING:

Is not permitted anywhere inside or outside the building. students are permitted to leave the workforce technology building to smoke only during scheduled breaks.

SPITTING, DIPPING, AND CHEWING:

PJC is a smoke free and tobacco free campus. Smoking is only permitted in designated areas. No smoking, dipping, or spitting is allowed inside the building. Snacks and drinks will be allowed as long as trash is not left in the classrooms or shop.

FIGHTING, ALCOHOL, ILLEGAL DRUGS:

Fighting or threatening will not be tolerated. Alcohol and illegal drug use or being under the influence of these while on campus is forbidden.

CLEAN UP:

There will be a clean up period at the end of each day. Each student is responsible for helping keep the classrooms and the lab clean.

FAILURE OR REFUSAL TO CLEAN UP WILL RESULT IN THE LOSS OF LAB CREDIT FOR THAT DAY.

RESPONSIBILITY:

It is the student's responsibility to know and follow all rules, to be aware of and make all test dates and to complete all assigned work on time.

NOTICE: CRIMINAL BACKGROUND

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state of Texas. If you have a question about our background and licensure, please speak with your faculty member. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

NOTICE: CAMPUS CARRY OF CONCEALED HANDGUNS

"Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun".

carrying of concealed handguns anywhere within the confines of the heating, air conditioning, and refrigeration department is prohibited. **(PLEASE BE AWARE OF THE SIGNS THAT ARE POSTED AT EACH ENTRANCE.)**

Artificial Intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Instructor during normal class times.

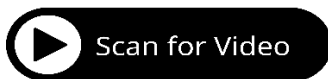
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

WEEK	TEXT	LAB
F1	25.1-25.14	BLACKBOARD ASSIGNMENT THEORY OF ZONING
F2	LAB	BLACKBOARD ASSIGNMENT DESIGN A ZONING FLOORPLAN
F3	25.15--25.22	BLACKBOARD ASSIGNMENT HARDWIRE ZONE CONTROL
F4	LAB	BLACKBOARD ASSIGNMENT HARDWIRE ZONE CONTROL
F5	LAB	BLACKBOARD ASSIGNMENT WIFI ZONE CONTROL
F6	25.23-25.38	BLACKBOARD ASSIGNMENT WIFI ZONE CONTROL
F7	LAB	INSTALL CONTROLS/TROUBLESHOOTING ZONING EQUIPMENT
F8	HANDS-ON FINAL	FINAL EXAM

*HIST 1301.80A0
United States History I
Fall 2026*

Instructor: Mr. Michael Hinz

Office: Room 1409

Phone: 903-737-7400

Email: mhinz@parisjc.edu

Office Hours: 10:00 a.m. – 11:00 a.m.

Meeting Location: Room 1409

Meeting Days: Monday – Friday

Meeting Times: 1st, 2nd, 4th, 6th, & 8th

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Credits: SCH = 3

TSI Requirement: 351 R.

Prerequisite(s): none

Required Textbook(s) and Materials:

Required Textbook(s) and Materials:

- U.S. History, by OpenStax. Textbook is free, and housed within the Blackboard course shell. YOU DO NOT NEED TO PURCHASE A TEXTBOOK.
- Access to a computer with Internet access (the college has computers available in the library for student use).
- Note taking materials for class such as pen/pencil and notebook

Course Goals and Objectives:

Foundational Component Area: American History

Courses in this category focus on how ideas, values, beliefs and other aspects of culture reflect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Course Requirements and Evaluation:

Instruction for this course consists primarily of traditional lecture format slides, reading assignments, discussions, pop-quizzes and examinations. Instruction for this course consists primarily of traditional lecture format, reading assignments, discussions, class activities, pop-quizzes and examinations.

As students in this course you are expected to:

1. Attend class.

2. Sit in assigned seat.
3. Participate in class discussion and take detailed notes.
4. Complete the course readings
5. Be prepared to participate actively in classroom discussions.
6. Bring your questions to class.
7. Listen to each other's comments and questions with an open mind and respect viewpoints other than their own.
8. Be open to learning why people did what they did and should not dismiss actors' views because they might be perceived as "wrong."

Students must complete all assignments listed below. The descriptions provided are brief, and additional information will be forthcoming.

Exams: Students will complete four examinations worth 50 points each. Each will have twenty multiple-choice questions. Each question is worth one point. In addition, students will respond to an essay question worth thirty points. Prior to each exam the instructor will make available to students a review sheet with all terms and concepts to be tested. Exams are based entirely upon lecture and class discussion. Together they are worth 40% of your course grade. We will discuss how we are going to take exams the first week of class. Exams will also be posted in Blackboard, and will be found under the syllabus. Class Activities, related to the chapter under discussion, will also give the student a chance to gain extra bonus points to be used on the exams.

Class Pop Quizzes: Throughout the course eight class quizzes, that cover our lectures and readings, will be given. The quizzes will be worth ten points, altogether they will total 80 points which will count for 16% of your course grade.

Attendance and Participation: Roll will be taken each class day, and students are expected to attend every class session. Poor attendance tends to result in poor student performance. More than 2 unexcused absences students will lose one letter grade. Attendance and Participation combined will count for 120 points total and 24% of your course grade.

Excused absences include participation in a PHS-sponsored event, illness accompanied by a doctor's note, death in the student's immediate family, a verifiable court appearance or any other similar circumstance in the view of the instructor. Excuses must be turned in, in writing, to the instructor upon returning to class.

Readings are to be completed.

Primary Source Assignments: At the end of each chapters are Primary Source Projects. I will tell you at the end of a chapter which assignment to do for a grade. There will be ten assignments which are ten points apiece, altogether they will total 100 points which will count for 20% of your course grade.

Slacker Clause: Failure to attempt an assignment will result in failure for the course.

Grading Criteria

Four Course Exams (50 points apiece) = 200 points (40% of course grade)

Eight Class Pop-Quizzes (10 points apiece) = 80 points (16% of course grade)

Attendance/Participation = 120 points (24% of course grade)

Ten Primary Source Assignments= (10 points apiece) = 100 points (20% of course grade)

Grading

A=EXCELLENT 450-500 Points

B=GOOD 400-449 Points

C=AVERAGE 350-399 Points

D=POOR 300-349 Points

F=FAILURE less than 300 Points

Required Activity

All students must complete the First Assignment by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). This First Assignment will be Quiz 1. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non- attending and will be dropped from the course.

Course Policies

My preferred form of interaction is in person after class. I invite you to contact me by e-mail, if you cannot see me after class. I can be reached more easily by e-mail than by phone.

Missing class/makeup work- If you submit an exam or quiz late you will be counted off 10 points. You have one day past the due date to submit late assignment. The final exam must be submitted by the due date and time for the student to receive credit.

General Policies and Procedures:

Note: This syllabus is your contract with the instructor for the semester. By enrolling in this course you agree to abide by all the policies and requirements set forth below. The terms of this contract are non-negotiable, apply equally to each student, and remain in effect throughout the semester, only the instructor may alter the terms of this agreement. Please contact the instructor if there are any questions about this syllabus or the terms herein.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Thursday, November 14*. As stated earlier, you are expected to attend and participate in class and complete all assignments by the assigned due date. You CAN NOT expect to do well in this course without attending class and completing all assignments.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. There was time, believe it or not, humankind survived without these various electronic apparatuses. Trust me when I say you can get by without them for a few hours a day. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence

(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are

known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- Example of permitted use: Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- Example of prohibited use: Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then

revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

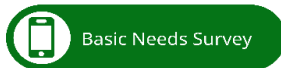
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

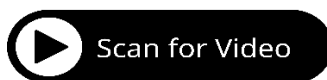
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
August 24- August 25	(Introduction/Syllabus)	Chapter 1: The Americas, Europe, and Africa Before 1492, pg. 7-30
August 26 – August 27		Chapter 2: Early Globalization: The Atlantic World, 1492-1650, pg. 31- 56
September 1 – September 3		Chapter 3: Creating New Social Orders: Colonial Societies, 1500 – 1700 pg. 57 – 84
September 8 – September 10		Chapter 4: Rule Britannia! The English Empire, 1600 – 1763) pg. 85 – 107
September 14	Test I	Chapters 1, 2, 3, & 4
September 15 – September 17		Chapter 5: Imperial Reforms and Colonial Protests, 1763 – 1774, pg. 111 – 136
September 21 – September 24		Chapter 6: America’s War for Independence, 1775 – 1783, pg. 139 – 163

September 28 – September 30		Chapter 7: Creating Republican Governments, 1776 – 1790, pg. 165 – 190
October 5	Test II	(Chapters 5, 6, & 7)
October 6 – October 8		Chapter 8: Growing Pains: The New Republic, 1790 – 1820, pg. 191 – 215
October 12 – October 15		Chapter 9: Industrial Transformation in the North, 1800 – 1850, pg. 217 – 242
October 19 – October 22		Chapter 10: Jacksonian Democracy, 1820 – 1840, pg. 243 – 268
October 26 – October 29		Chapter 11: A Nation on the Mover: Westward Expansion, 1800 – 1860, pg. 269 – 296
November 12 – November 5		Chapter 12: Cotton is King: The Antebellum South, 1800 -1860, pg. 297 – 324
November 9	Test III	Chapters 8, 9, 10, 11 & 12
November 10 – November 12		Chapter 13: Antebellum Idealism and Reform Impulses, 1820 – 1860, pg. 324 – 350 November 12: LAST DAY TO WITHDRAW “W” FOR FALL SEMESTER
November 16 – November 19		Chapter 14: Troubled Times: The Tumultuous 1850s, pg. 353 – 377
November 23 – November 27		(THANKSGIVING BREAK: NO CLASS)

November 30 – December 1		Chapter 15: The Civil War, 1860 – 1865, pg. 379 – 406
December 2 – December 3		The Era of Reconstruction, 1865 – 1877, pg. 407 – 433
December 9	Test IV: FINAL EXAM	(Chapters 13, 14, 15 & 16)

*HIST 1301.698
United States History I
Fall 2026*

Instructor: Ryan Petty
Office: Room 300, Cumby HS
Phone: 903-994-2260
Email: ryan.petty@parisjc.edu
Office Hours: 3:00 to 4:00

Meeting Location: Room 300, Cumby HS
Meeting Days: MTWH
Meeting Times: 1:15 to 2:05

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

*Credits: 3 credit hours
TSI Requirement: MTW
Prerequisite(s): N/A*

Required Textbook(s) and Materials:

Hewitt, Exploring American Histories 3rd Edition Value Edition, Combined Volume & Launchpad for Exploring American Histories (2-term Online), 3rd ed, MPS, ISBN #9781319236502

Narrative of the Life of Frederick Douglass: An American Slave edited by David W. Blight, Bedford/St. Martin's Press, 2003, ISBN # 0-312-25737-6

Course Goals and Objectives:

- 1. Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.*
- 2. Communication Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication.*
- 3. Personal Responsibility – to include the ability to connect choices, actions and consequences to ethical decision-making.*
- 4. Social Responsibility – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities*

Course Schedule:

The class will meet on a MTWH schedule and will be taught by distance learning to the Campbell classroom.

Course Requirements and Evaluation:

<i>Student Learner Outcome</i>	<i>Maps to Core Objective</i>	<i>Assessment Tool</i>
<i>1) Create an argument through the use of historical evidence.</i>	<i>Critical Thinking Skills (CT)</i>	<i>Core Assessment Project Discussions, Exam</i>
	<i>Communication Skills (CS)</i>	<i>Core Assessment Project Discussions, Exam</i>
	<i>Personal Responsibility (PR)</i>	<i>Core Assessment Project Discussions, Exam</i>
	<i>Social Responsibility (SR)</i>	<i>Core Assessment Project Discussions, Exam</i>
<i>2) Analyze and interpret primary and secondary sources.</i>	<i>Critical Thinking Skills (CT)</i>	<i>Core Assessment Project Discussions, Exam</i>
	<i>Communication Skills (CS)</i>	<i>Core Assessment Project Discussions, Exam</i>
	<i>Personal Responsibility (PR)</i>	<i>Core Assessment Project Discussions, Exam</i>
	<i>Social Responsibility (SR)</i>	<i>Core Assessment Project Discussions, Exam</i>

3) Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.	Critical Thinking Skills (CT)	Core Assessment Project Discussions, Exam Core Assessment Project Discussions, Exam
	Communication Skills (CS)	Core Assessment Project Discussions, Exam
	Personal Responsibility (PR)	Core Assessment Project Discussions, Exam
	Social Responsibility (SR)	Core Assessment Project Discussions, Exam

Course Policies

This course is conducted using a traditional lecture format that will use reading assignments, lectures, discussions, videos, internet assignments, instructor/student interaction, lecture capture, power point, class projects, and examinations.

Course requirements include **four exams and a writing assignment, each worth 100 points**. There will also be **weekly assignments** to be turned in on Sunday night. The final exam will not be a comprehensive test over the entire year; instead it will cover the material that follows exam #3.

You must complete each of the four 100-point exams, 100-point writing assignment, as well as bi-weekly assignments that add up to 100 points during the term. The grading scale is:
600-540 = A 539-480 = B 479-420 = C 419-360 = D Below 360 = F

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, **November 12**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial Intelligence Statement

The use of artificial intelligence programs or tools is prohibited in this course. As a student at Paris Junior College, it is your responsibility to maintain academic integrity, and representing work generated by artificial intelligence as your own is considered to be academic dishonesty. Each assignment submitted in this course will be subject to AI detection, so you must submit your original work for credit in this course and not have another person or technology do the work for you.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4 or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

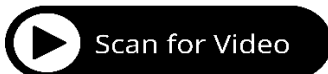
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Course Outline and Schedule -

MTWH

Week	Date	Topic	Assignments
W1	Aug. 17-21	Introduction European Roots to Exploration	Ch. 1
W2	Aug.24-28	Spanish/Portuguese Exploration English Exploration	Ch. 2
W3	Aug.31-Sept.4	Jamestown Puritans and Salem	Ch. 3
W4	Sept. 8-11	The French and Colonial Wars The French and Indian War	
W5	Sept. 14-18	EXAM 1 on SEPTEMBER 20 Road to Revolution	Ch. 5
W6	Sept 21-25	The American Revolution Independence	
W7	Sept. 28-Oct.2	Troubles building a Nation	Ch. 6

The Constitutional Convention

W8	Oct. 5-9	Hamilton's Economic Plan Federalists v. Republicans EXAM 2 on OCTOBER 11	Ch. 7
W9	Oct. 12-16	The Jeffersonian Era War of 1812	Ch. 9
W10	Oct. 19-23	Old Hickory's America	Ch. 10
W11	Oct. 26-30	Revivalism and Reform EXAM 3 of NOVEMBER 1	
W12	Nov. 2-6	The Nullification Crisis American Manifest Destiny	Ch. 11
W13	Nov. 9-13	Sectionalism and Slavery Compromise of 1850 Papers DUE on November 12	Ch. 12
W14	Nov.16-20	Road to the Civil War The Civil War	Ch. 13
W15	Nov.30-Dec.4	Reconstruction	Ch. 14
W16	Dec. 7-11	FINAL EXAM on DECEMBER 12	

Writing Assignment

The writing assignment will be based on the book, *Narrative of the Life of Frederick Douglass: An American Slave* and will be due on November 17. This will be a 4 page paper and will consist of the following aspects:

1. A **short** (half-page) summary of the book, including any significant stories that appealed to you.
2. Your reflection upon the book. What did you think about it? What shocked you? Why?
3. Did the book help in your understanding of slavery in America? Did your perspective change any before reading the book? Explain.
4. How does the book help historians look back at the past?
5. With this knowledge of slavery from Douglass' perspective, how do you think modern African Americans have been affected by this past?

Papers should be four pages long, 12 font, 1 inch margins with a small heading consisting of the following:

Name	Douglass Paper	HIST 1301-(School)	Petty
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*HIST 1301.83AO
United States History I
Fall 2026*

Instructor: Herb Smith, M.A.
Office: Room 1409
Phone: 903-652-5681
Email: herbsmith@parisjc.edu
Office Hours: Monday – Friday
 (1:45 p.m. – 2:40 p.m.)

Meeting Location: Room 201
Meeting Days: Monday – Friday
Meeting Times: 5th Period

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Credits: SCH = 3

TSI Requirement: 351 R.

Prerequisite(s): none

Required Textbook(s) and Materials:

Free Online Textbook Source: Open Stax

<https://openstax.org/books/us-history/pages/1-introduction>

- Access to a computer with Internet access
- Note taking materials for class such as pen/pencil and notebook
- Respondus Lockdown Browser

Course Goals and Objectives:

Foundational Component Area: American History

Courses in this category focus on how ideas, values, beliefs and other aspects of culture reflect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

- 1) Critical Thinking Skills -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- 2) Communication Skills -- to include effective development, interpretation and expression of ideas through written, oral and visual communication.

- 3) Personal Responsibility -- to analyze the effects of historical events, geographies, and people on United States History.
- 4) Social Responsibility -- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

History Student Learner Outcomes: Upon successful completion of this course students will:

- 1) Create an argument through the use of historical evidence.
- 2) Analyze and interpret primary and secondary sources.
- 3) Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Course Map of Core Objectives, Student Learner Outcomes, and Assignments

Student Learner Outcome	Maps to Core Objective	Assessment Tool
1. Create an argument through the use of historical evidence.	Critical Thinking Skills (CT)	Annotated Bibliography Graphic Organizer Dictation
	Communication Skills (CS)	Discussion Boards Project Presentations
	Personal Responsibilities (PR)	Meeting Deadlines On Time
	Social Responsibilities (SR)	Respectful Discussion Achieve Assignments
2. Analyze and interpret primary and secondary sources.	Critical Thinking Skills (CT)	BOK Assignments
	Communication Skills (CS)	In class discussions
	Personal Responsibilities (PR)	Peer Review of BOK Assignments
	Social Responsibilities (SR)	Respectful Review of BOK Assignments
3. Analyze the effects of historical events, geographies, and people on United States History	Critical Thinking Skills (CT)	Ripple Effect Assignment

	Communication Skills (CS)	Discussion Boards
	Personal Responsibilities (PR)	Complete BOK and all assignments on time.
	Social Responsibilities (SR)	Analyze perspective of historical characters

Course Requirements and Evaluation:

Instruction for this course consists primarily of traditional lecture format slides, reading assignments, discussions, pop-quizzes and examinations. Instruction for this course consists primarily of traditional lecture format, reading assignments, discussions, class activities, pop-quizzes and examinations.

As students in this course you are expected to:

1. Attend class.
2. Sit in the assigned seat.
3. Participate in class discussion and take detailed notes.
4. Complete the course readings
5. Be prepared to participate actively in classroom discussions.
6. Bring your questions to class.
7. Listen to each other's comments and questions with an open mind and respect viewpoints other than their own.
8. Be open to learning why people did what they did and should not dismiss actors' views because they might be perceived as "wrong."

Students must complete all assignments listed below. The descriptions provided are brief, and additional information will be forthcoming.

Daily Activities: Assignments, classwork, etc...	30%
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Discussions	10%
Book Review	30%
Unit Exams	30%

Exams: Students will complete unit examinations worth 100 points each. Each will have multiple-choice questions and students will respond to essay questions. Prior to each exam the instructor will make available to students a review sheet of all terms and concepts to be tested. Exams are based entirely upon lecture, class discussion, and quizzes from the Chapters. Together they are worth 30% of your course grade. We will discuss how we are going to take exams the first week of class.

Class Quizzes: Throughout the course quizzes and other assignments, which will cover our lectures and readings, will be given. The quizzes and other assignments will count for 30% of your course grade.

Attendance and Participation: Roll will be taken each class day, and students are expected to attend every class session. Poor attendance tends to result in poor student performance. Attendance and Participation (Discussions) combined will count for 10% of your course grade. Class attendance is critical for your success in this course. This is a hybrid course. The course is delivered on Blackboard AND in class. The last day for a student to withdraw from a course with a grade of "W" is November 12, 2026. Come to Class!

Excused absences include participation in a PHS-sponsored event, illness accompanied by a doctor's note, death in the student's immediate family, a verifiable court appearance or any other similar circumstance in the view of the instructor. Excuses must be turned in, in writing, to the instructor upon returning to class.

Readings are to be completed.

Book Review: We will have a book review to work on and complete throughout the semester. We will have checkpoints throughout the semester to stay on task. This assignment will count for 30% of your course grade.

Slacker Clause: Failure to attempt an assignment will result in failure for the course.

Grading Criteria

Exams = 30% of course grade

Class Pop-Quizzes / Assignments= 30% of course grade

Discussion = 10% of course grade

Book Review = 30% of course grade

Grading

A=EXCELLENT	90 - 99
B=GOOD	80 - 89
C=AVERAGE	70 - 79
D=POOR	60 - 69
F=FAILURE	50 - below

Course Policies

My preferred form of interaction is in person after class. I invite you to contact me by e-mail, if you cannot see me after class. I can be reached more easily by e-mail than by phone. My email is herbsmith@parisjc.edu or hsmith@prairiland.net

Missing class/makeup work-

Late work policy: Assignments due prior to the unit exams can be turned in late, prior to the unit exams for a 50% reduction in the grade. None of these assignments will be accepted after the unit exam date. None of these assignments will be accepted after the final exam date (12-10)

Face-to-face course: Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory.

No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Online course: Respect and cordiality is expected when you are interacting with your classmates or your instructor in the online environment. Treat others as you want to be treated.

General Policies and Procedures:

Note: This syllabus is your contract with the instructor for the semester. By enrolling in this course you agree to abide by all the policies and requirements set forth below. The terms of this contract are non-negotiable, apply equally to each student, and remain in effect throughout the semester, only the instructor may alter the terms of this agreement. Please contact the instructor if there are any questions about this syllabus or the terms herein.

Online Resources

The Paris Junior College Social Science Division uses the Blackboard online learning management system for both online and face-to-face courses. The PJC Blackboard login web page can be found at: <https://parisjc.blackboard.com>

The Blackboard login username is each student's school-issued student ID number (without dashes) and the login password is the student's 8-digit birthday (month, day, four-digit year). For technical assistance with Blackboard contact the PJC Help Desk at 903-782-0496 or helpdesk@parisjc.edu.

Technical problems:

It is you, the student's responsibility, to ensure you have reliable internet and a computer in order to complete the online assignments. Please turn in assignments where and when you have good internet. Each PJC campus has Wi-Fi that can be accessed to complete and turn in assignments. If you know you may have trouble accessing the internet from your home (or wherever you do your school work), I highly recommend you complete assignments BEFORE the final day. Note: Assignments are due at 11:59 pm. My office hours do not extend until 11:59 pm, so I will not be available to respond to you. I will respond within 24 hours between the hours of Monday at 8:00 am and Friday at 1:00 pm. Please plan accordingly.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forgo the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

Students who cheat twice will fail the course.

Social Sciences Department Artificial Intelligence Statement
Artificial intelligence

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of

AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- Example of permitted use: Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- Example of prohibited use: Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to

explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

ADA Statement:

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Information about ADA can be found here: <http://www.parisjc.edu/pjc2/main/disabilities>

Official Student Email Policy

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

The following schedule is meant to be a guide for students throughout the semester and indicates when assignments are due. Please refer to the schedule frequently. I will do my best to keep this schedule, but I reserve the right to change it as the semester progresses and as such circumstances arise.

Week/What you will do:	Assignments
Week 1 8/24-28 • Syllabus • How to Think Like a Historian • Unit 1: America before Christopher Columbus • Unit 1: European Exploration • Motivations for Exploration	• Procedures and Expectations • Define and Discuss Perspective, Primary and Secondary Resources • Native American Card Sort • Native American Paper Doll • Exploring Nations Graphic Organizer • Motivations Graphic Organizer • Lost Colony of Roanoke Investigative Journal
Week 2 8/31-9/4 • Continue European Exploration • Growing a Representative Government • Unit 1 Review and Exam	• Plymouth and Jamestown Research • 13 Colonies Graphic Organizer • Road to Religious Freedom Card Sort • Discuss Religious Freedom Card Sort • Primary Source Analysis Due • Review and Exam
Week 3 9/7-11 • Unit 2 American Revolution • Colonial Unrest • Grievances & Parliamen	• French and Indian War Matrix/Map • Events Leading to War • Primary and Secondary Source Analysis
Week 4 9/14-18 • Famous Documents/Speeches • Important Events and People	• DOI, Common Sense, Give Me Liberty • Events and People Card Sort
Week 5 9/21-25	

- Unit 2 Review and Exam - Unit 3 Constitutional Era	- Review and Exam - Articles of Confederation Scavenger Hunt
Week 6 9/28-10/2 - Constitutional Convention - Foundations of Government	- Notes and Discussion CC - Foundations of Government Liam Learns 7 Principles of Government Liam Learns
Week 7 10/5-9 - Three Branches of Government - Federalists vs Anti-Federalists - Bill of Rights	- Three Branches Notes - Liam Learns and Whose Line is It - Bill of Rights Notes - Bill of Rights Quiz
Week 8 10/12-16 - Unit 3 Review and Exam - Unit 4 Early Republic	- Unit 3 Review and Exam - First Five Presidents Card Sort - Washington Precedents and Farewell Speech
Week 9 10/19-23 - First Five Presidents - Election 1800	- Election 1800 Gallery Walk - Discussion - John Adams, Thomas Jefferson BOK notes
Week 10 10/26-10/30 - Famous Court Cases - Unit 4 Review and Exam	- James Madison BOK notes - Court Cases Graphic Organizer - Review and Exam
Week 11 11/2-7 - Unit 5 Industrialization and Westward Expansion - Jacksonian Era	- Andrew Jackson BOK Notes - Discussion
Week 12 11/9-13 - Famous Inventions - Reform Movements	- Inventions Graphic Organizer - Reform Movements Card Sort - Culture of the 1900's BOK notes
Week 13 11/16-20 - Unit 5 Review and Exam - Unit 6 Civil War and Reconstruction	- Review and Exam - Compromise to Conflict - Causes of the War
Week 14 11/23-27 Famous Documents and Speeches	- Analysis of Jefferson's and Lincoln's Speeches - Civil War Race

Week 15 11/30-12/4 ● Important Battles ● Reconstruction	● Important Battles Card Sort ● Putting the Union Back Together ● Reconstruction Acts BOK Notes
Week 16 12/7-10 ● Unit 6 Review and Exam	● Discuss Reconstruction Amendments ● Review and Exam 12/12



HIST 1301.10H0
United States History 1
Fall 2026

Instructor: Micha Flowers
Office: FGC A104c
Phone: (903) 782-0728
Email: mflowers@parisjc.edu
Office Hours:

Monday- 1:00-3:30 PM
Tuesday- 1:00-3:30 PM
Wednesday- 1:00-3:30 PM
Thursday- 1:00-3:30 PM

Meeting Location: FGC 118A
Meeting Days: MW
Meeting Times: 9:30-10:45 AM

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Credits: SCH = 3 lecture hours per week

TSI Requirement: xxx M, xxx R, xxx W.

Prerequisite(s): None

Required Textbook(s) and Materials:

- OpenStax US History Open Education Resource Textbook (Free, found online at <https://openstax.org/details/books/us-history>)
- Physical copies of the textbook can be purchased by student from Amazon, ISBN 978-1-938168-36-9
- Access to a computer with Internet access (the college has computers available in the library for student use).
- Webcam
- Note taking materials such as pen/pencil and notebook
- Respondus Lockdown Browser with Respondus Monitor

Course Goals and Objectives:

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture reflect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives

Students successfully completing this course will demonstrate competency in the following Core Objectives:

- Critical Thinking Skills- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills- to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- Personal Responsibility- to include the ability to connect choices, actions, and consequences to ethical decision-making.
- Social Responsibility- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

History Student Learner Outcomes

Upon successful completion of this course students will:

- Create an argument through the use of historical evidence.
- Analyze and interpret primary and secondary sources.
- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Course Map of Core Objectives, Student Learner Outcomes, and Assignments

<u>Student Learner Outcome</u>	<u>Maps to Core Objective</u>	<u>Assessment Tool</u>
1- Create an argument through the use of historical evidence.	Critical Thinking Skills (CT)	SLO 1 Assessment
	Communication Skills (CS)	SLO 1 Assessment
	Personal Responsibility (PR)	SLO 1 Assessment
	Social Responsibility (SR)	SLO 1 Assessment
2- Analyze and interpret primary and secondary sources.	Critical Thinking Skills (CT)	SLO 2 Assessment
	Communication Skills (CS)	SLO 2 Assessment
	Personal Responsibility (PR)	SLO 2 Assessment
	Social Responsibility (SR)	SLO 2 Assessment
3- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.	Critical Thinking Skills (CT)	SLO 3 Assessment
	Communication Skills (CS)	SLO 3 Assessment
	Personal Responsibility (PR)	SLO 3 Assessment
	Social Responsibility (SR)	SLO 3 Assessment

Course Requirements and Evaluation:

Course Components		Grading Schema	
Attendance	10%	A	90-100%
Video Lectures	25%	B	80-89%
Module Assignments	25%	C	70-79%
Examinations/Term Project	40%	D	60-69%
<u>TOTAL</u>	<u>100%</u>	F	Below 60%

Attendance

Attendance is critical for the successful completion of this class, and will be recorded daily. You cannot expect to succeed if you do not attend regularly or punctually. As you will see in the course schedule, we are doing something every day, and habitually missing class will severely hamper your ability to learn and retain the information. Punctual attendance is defined as being in the classroom, in your seat, before I begin for the day, and remaining in the classroom for the duration of the class period. Punctual attendance receives full credit, tardiness or absence from the room for less than 5 minutes receives half credit, and tardiness or absence from the room for greater than 5 minutes or unexcused absence receives no credit.

Video Lectures with Embedded Questions

Video Lectures are posted in Blackboard but are completed in EdPuzzle. EdPuzzle tracks and saves your individual progress in 10% increments. When completing the lectures, I recommend taking thorough notes in Cornell style- you will be able to use your handwritten notes on the exams. You can repeat sections as needed, and If you are unsatisfied with your overall grade on a video lecture, you can complete it up to three times.

In Class Assignments

You are expected to actively engage in the assignments, which we will complete in class. This includes actively taking notes, contributing to class discussions, engaging in the assignments, and being on task throughout the class. All in-class assignments are due at the end of class, unless otherwise specified.

Midterm Examination

The midterm examination will be 50 multiple choice questions, broken down as follows. You will have 75 minutes to complete the exam. You may use your handwritten notes on the exam.

<u>Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
Lecture 1 (Alphas and Omegas)	13	26
Lecture 2 (From Revival to Revolution)	14	28
Lecture 3 (From Revolution to Republic)	13	26
TOTALS	50	100

Final Examination

The Final Examination will be 50 multiple choice questions, broken down as follows. You will have 75 minutes to complete the exam. You may use your handwritten notes on the exam.

<u>Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
Lecture 4 (The Early Republic)	13	26
Lecture 5 (Slavery, the West, and the Sectional Crisis)	14	28
Lecture 6 (Southern Rebellion and Reconstruction)	13	26
TOTALS	50	100

Historic Site Scrapbook Term Project

One of both the institutional goals and my goals for this class is to build partnerships with community members and institutions. To that end, a significant part of your overall grade will come from a term project designed to get you out into the community and engaged with local history. No matter where you are in the United States, there are a lot of historic sites and historical organizations who maintain buildings, display artifacts, and provide educational opportunities for the public. Chances are if you find yourself in a city of any size, you are never more than 5 miles away from a public history site at any given time.

Your assignment will be to visit one of these sites, document your visit there, and create a scrapbook over your experience.

A rubric, along with more information about the project, will be provided to you in Blackboard that will detail exactly what I am looking for. This is a chance for you to be creative and make a unique historical argument in a unique way. If a particular site offers guided tours, I would suggest attending one- generally speaking, you'll learn a lot more that way. The more you put into this, the more you'll get out of it! This assignment will be due in Week 7 of the course, but don't let that sneak up on you.

Course Policies

Instructor Absence and Communication

In the rare case that I am indisposed you will receive notification in Blackboard. Instructions for that class day will be provided to you. To contact me, please email me from your Dragonmail to the email address listed on the front page of the syllabus- do not use the internal messaging function in Blackboard. In the body of the email, please ensure you put your name, your course and section number, and your PJC student ID so I can most effectively help you. Expect a reply within 24 hours Monday through Thursday, and by the next business day Friday through Sunday.

Required Activity

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Class Attendance

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st**.

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook. Treat other people the way you want to be treated.

Outside resources including, but not limited to, online articles, "homework help" apps or websites, artificial intelligence programs, or other people are almost always prohibited unless otherwise specified by the instructor. In nearly all cases, I have given you everything you will need to complete these in-class assignments. The point of these exercises is to help teach you how to successfully meet the Student Learner Outcomes and the Core Objectives of both the

department and college. Accordingly, if you're relying on something or someone else telling you what the answer to a particular question is, you are not demonstrating your mastery of literally any of those objectives or outcomes, and accordingly, you will not get any credit for them.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Blackboard with accompanying announcement

Online Resources

The Paris Junior College Social Science Division uses the Blackboard online learning management system for both online and face-to-face courses. The PJC Blackboard login web page can be found at: <https://parisjc.blackboard.com> The Blackboard login username is each student's school-issued student ID number (without dashes) and the login password is the student's 8-digit birthday (month, day, four-digit year). For technical assistance with Blackboard contact the PJC Help Desk at 903-782-0496 or techsupport@parisjc.edu.

All students have a dedicated email address that serves as the primary method of contact between themselves and the college, including this course. Activate your Dragonmail account as soon as possible. Information and instructions can be found at this link: <https://www.parisjc.edu/main/activate-dragonmail/>

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-Discrimination Clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Other Resources for Students

Licensed Professional Counselors at Paris Junior College may assist currently enrolled students with short-term, personal counseling services. Services include resolving personal problems, managing stress, depression, and other mental health-related issues that may impede academic success.

The Licensed Professional Counselors are based at the Paris location, however, they can schedule appointments at off-site locations and are available via phone, email and Zoom on a daily basis. For more information, contact Advising and Counseling at counseling@parisjc.edu or 903-782-0426.

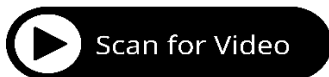
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



History 1301.10H0 Course Schedule

<u>Week #</u>	<u>Week Beginning</u>	<u>Monday in Class</u>	<u>Wednesday in Class</u>	<u>Online Homework (Due Sunday)</u>
1	8/24/26	Syllabus and Course Introduction	<u>Historical Thinking Presentation</u>	<i>First Assignment, Alphas and Omegas Video Lecture</i>
2	8/31/26	Puritans Primary Source Analysis Part 1	<u>Puritans Primary Source Analysis Part 2</u>	<i>Revival to Revolution Lecture</i>
3	9/7/26	Labor Day- No Class!	<u>Prelude to Revolution Escape Room</u>	<i>Revolution to Republic Lecture</i>
4	9/14/26	Constitutional Review	<u>Midterm Examination</u>	<i>Early Republic and Jackson Lecture, Readings for Socratic Seminar</i>
5	9/21/26	Socratic Seminar Day 1	<u>Socratic Seminar Day 2</u>	<i>The West, Slavery, and Secession Crisis Lecture</i>
6	9/28/26	Library Assignment-Meet in the Learning Center	<u>Secession Crisis Primary Source Analysis</u>	<i>Civil War and Reconstruction Lecture</i>
7	10/5/26	SLO 1 Assessment	<u>SLO 2 Assessment</u>	<i>Term Project Presentation</i>
8	10/12/26	SLO 3 Assessment	<u>Final Examination</u>	---

Course # HIST 1301 20F0
US HISTORY ONE
Fall 2026

Instructor: Matt White
Office: 211
Phone: 903-457-8712
Email: matt.white@parisjc.edu
Office Hours:

Monday 7:30-8:00; 10:45-12:15; 1:30-2:30
Tuesday 7:30-8:00; 9:15-11:00
Wednesday 7:30-8:00; 10:45-12:15; 1:30-2:30
Thursday 7:30-8:00; 9:15-11:00

Meeting Location: GC 126
Meeting Days: INTERNET
Meeting Times:

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Maximum SCH per student.....	3
Maximum SCH per course	3
Maximum contact hours per course.....	48

Required Textbook(s) and Materials:

Insert required text including ISBN and materials

Course Goals and Objectives:

Upon successful completion of this course, students will:

1. Create an argument through the use of historical evidence.
2. Analyze and interpret primary and secondary sources. 150
3. Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Course Requirements and Evaluation:

Insert subject matter of each lecture or lab activity

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

In class writing summaries will be averaged into one grade worth 33% of the course as well as a mid-term writing prompt (33%) and final writing prompt (33%) will be averaged to calculate the final grade.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is November 24th.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

AI is a tool to help us understand the material. It is not a replacement for understanding, or an invitation to let it do the work for you. That is academic dishonesty and is unethical.

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

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- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Week 1 The Old World/ The Renaissance/ Reformation

Week 2 The Spanish, French and English Colonies in the New World

Week 3 The Enlightenment, The Glorious Revolution, The Great Awakening. The Declaration of Independence, American Revolution

Week 4 Review/Midterm

Week 5 The Articles of Confederation/The Constitution

Week 6 Jeffersonian-Jacksonian America

Week 7 Texas, Countdown to Civil War

Week 8 Review/Midterm



HIST 1302.25D0
United States History 11
Fall 2026

Instructor: Micha Flowers
Office: FGC A104c
Phone: (903) 782-0728
Email: mflowers@parisjc.edu
Office Hours:

Monday- 1:00-3:30 PM
Tuesday- 1:00-3:30 PM
Wednesday- 1:00-3:30 PM
Thursday- 1:00-3:30 PM

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Credits: SCH = 3 lecture hours per week

TSI Requirement: xxx M, xxx R, xxx W.

Prerequisite(s): None

Required Textbook(s) and Materials:

- OpenStax US History Open Education Resource Textbook (Free, found online at <https://openstax.org/details/books/us-history>)
- Physical copies of the textbook can be purchased by student from Amazon, ISBN 978-1-938168-36-9
- Access to a computer with Internet access (the college has computers available in the library for student use).
- Webcam
- Note taking materials such as pen/pencil and notebook
- Respondus Lockdown Browser with Respondus Monitor

Course Goals and Objectives:

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture reflect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives

Students successfully completing this course will demonstrate competency in the following Core Objectives:

- Critical Thinking Skills- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills- to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- Personal Responsibility- to include the ability to connect choices, actions, and consequences to ethical decision-making.
- Social Responsibility- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

History Student Learner Outcomes

Upon successful completion of this course students will:

- Create an argument through the use of historical evidence.
- Analyze and interpret primary and secondary sources.
- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Course Map of Core Objectives, Student Learner Outcomes, and Assignments

<u>Student Learner Outcome</u>	<u>Maps to Core Objective</u>	<u>Assessment Tool</u>
1- Create an argument through the use of historical evidence.	Critical Thinking Skills (CT)	SLO 1 Assessment
	Communication Skills (CS)	SLO 1 Assessment
	Personal Responsibility (PR)	SLO 1 Assessment
	Social Responsibility (SR)	SLO 1 Assessment
2- Analyze and interpret primary and secondary sources.	Critical Thinking Skills (CT)	SLO 2 Assessment
	Communication Skills (CS)	SLO 2 Assessment
	Personal Responsibility (PR)	SLO 2 Assessment
	Social Responsibility (SR)	SLO 2 Assessment
3- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.	Critical Thinking Skills (CT)	SLO 3 Assessment
	Communication Skills (CS)	SLO 3 Assessment
	Personal Responsibility (PR)	SLO 3 Assessment
	Social Responsibility (SR)	SLO 3 Assessment

Course Requirements and Evaluation:

Course Components		Grading Schema	
Video Lectures	25%	A	90-100%
Module Assignments	25%	B	80-89%
Examinations	30%	C	70-79%
Term Project	20%	D	60-69%
<u>TOTAL</u>	<u>100%</u>	F	Below 60%

Video Lectures with Embedded Questions

Video Lectures are posted in Blackboard but are completed in EdPuzzle. EdPuzzle tracks and saves your individual progress in 10% increments. When completing the lectures, I recommend taking thorough notes in Cornell style- you will be able to use your handwritten notes on the exams. You can repeat sections as needed, and If you are unsatisfied with your overall grade on a video lecture, you can complete it up to three times.

Module Assignments

You are expected to actively engage in the assignments, which we will complete in class. This includes actively taking notes, contributing to class discussions, engaging in the assignments, and being on task throughout the class. All in-class assignments are due at the end of class, unless otherwise specified.

Historic Site Scrapbook Term Project

One of both the institutional goals and my goals for this class is to build partnerships with community members and institutions. To that end, a significant part of your overall grade will come from a term project designed to get you out into the community and engaged with local history. No matter where you are in the United States, there are a lot of historic sites and historical organizations who maintain buildings, display artifacts, and provide educational opportunities for the public. Chances are if you find yourself in a city of any size, you are never more than 5 miles away from a public history site at any given time. Your assignment will be to visit one of these sites, document your visit there, and create a scrapbook over your experience.

A rubric, along with more information about the project, will be provided to you in Blackboard that will detail exactly what I am looking for. This is a chance for you to be creative and make a unique historical argument in a unique way. If a particular site offers guided tours, I would suggest attending one- generally speaking, you'll learn a lot more that way. The more you put into this, the more you'll get out of it! This assignment will be due in Week 7 of the course, but don't let that sneak up on you.

Examinations

The examinations you take in this course will be based on the video lectures. You will have 75 minutes to complete each exam, and you must use Respondus Lockdown Browser with Respondus Monitor to complete the exam. During the exams, you may use your physical copies of your notes- you will be asked to "show your work" at the end of the exam- this is where you will upload pictures of your handwritten notes. You MAY NOT use other technological devices, and you MAY NOT communicate with other people.

While taking the exam, please stay in your seat and focus on the computer screen until the exam is complete. If an interruption occurs, briefly explain what happened by speaking directly to your webcam. And, finally, remember that you cannot exit the exam until all questions are completed and submitted for grading.

PLEASE NOTE: Respondus Monitor notifies me if there are irregularities in the testing session. Excessive irregularities, including, but not limited to, students missing from frame, items that block the webcam, or turning the webcam off, will be interpreted as cheating on exams, and will therefore be subject to the Academic Honesty Policy as defined in the syllabus.

I am sympathetic to privacy concerns you may have utilizing Respondus Monitor. If that is the case, it will be necessary for you to make an appointment at the PJC testing center of your choice to take the exam, or your instructor at your high school can proctor your exam if the class is taking the exam at the same time. Communication is key- please make sure the proctor at your school is contacting me directly.

Each exam will have 50 multiple choice questions, broken down on the next page of the syllabus:

<u>Examination 1 Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
Alphas and Omegas Lecture	13	26
From Revival to Revolution Lecture	14	28

From Revolution to Republic Lecture	13	26
TOTALS	50	100

<u>Examination 2 Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
Early Republic and Jackson Lecture	13	26
The West, Slavery, and Secession Lecture	14	28
Civil War and Reconstruction Lecture	13	26
TOTALS	50	100

<u>Examination 3 Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
American Colossus Lecture	13	26
Reforming America Lecture	14	28
Imperial America Lecture	13	26
TOTALS	50	100

Course Policies

Instructor Absence and Communication

In the rare case that I am indisposed you will receive notification in Blackboard. Instructions for that class day will be provided to you. To contact me, please email me from your Dragonmail to the email address listed on the front page of the syllabus- do not use the internal messaging function in Blackboard. In the body of the email, please ensure you put your name, your course and section number, and your PJC student ID so I can most effectively help you. Expect a reply within 24 hours Monday through Thursday, and by the next business day Friday through Sunday.

Required Activity

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Class Attendance

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 12th**.

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook. Treat other people the way you want to be treated.

Outside resources including, but not limited to, online articles, "homework help" apps or websites, artificial intelligence programs, or other people are almost always prohibited unless otherwise specified by the instructor. In nearly all cases, I have given you everything you will need to complete these in-class assignments. The point of these exercises is to help teach you how to successfully meet the Student Learner Outcomes and the Core Objectives of both the department and college. Accordingly, if you're relying on something or someone else telling you what the answer to a particular question is, you are not demonstrating your mastery of literally any of those objectives or outcomes, and accordingly, you will not get any credit for them.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence

Ethical Considerations and Consequences for Misuse

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Approval Process

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You can return to your normal activities when, for at least 24 hours, both are true:

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

Online Resources

The Paris Junior College Social Science Division uses the Blackboard online learning management system for both online and face-to-face courses. The PJC Blackboard login web page can be found at: <https://parisjc.blackboard.com> The Blackboard login username is each student's school-issued student ID number (without dashes) and the login password is the student's 8-digit birthday (month, day, four-digit year). For technical assistance with Blackboard contact the PJC Help Desk at 903-782-0496 or techsupport@parisjc.edu.

All students have a dedicated email address that serves as the primary method of contact between themselves and the college, including this course. Activate your Dragonmail account as soon as possible. Information and instructions can be found at this link:

<https://www.parisjc.edu/main/activate-dragonmail/>

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-Discrimination Clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Other Resources for Students

Licensed Professional Counselors at Paris Junior College may assist currently enrolled students with short-term, personal counseling services. Services include resolving personal problems, managing stress, depression, and other mental health-related issues that may impede academic success.

The Licensed Professional Counselors are based at the Paris location, however, they can schedule appointments at off-site locations and are available via phone, email and Zoom on a daily basis. For more information, contact Advising and Counseling at counseling@parisjc.edu or 903-782-0426.

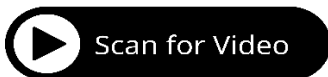
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



History 1301.25D0 Course Schedule, Weeks 1-8

<u>Week #</u>	<u>Week Beginning</u>	<u>Assignment 1</u>	<u>Assignment 2</u>	<u>Assignment 3</u>	<u>Due Date</u>
1	8/24/26	First Assignment and Course Introduction	Historical Thinking Lecture	Historic Site Selection	8/30/26
2	8/31/26	Alphas and Omegas Lecture	Puritans Primary Source Analysis	---	9/6/26
3	9/7/26	Revival to Revolution Lecture	Prelude to Revolution Escape Room	---	9/13/26
4	9/14/26	Revolution to Republic Lecture	Constitution Scavenger Hunt	---	9/20/26
5	9/21/26	<i>Examination 1 Opens Friday, 9/18/26</i> <i>Due by 11:59 PM on Thursday, 9/24/26</i>			9/24/26
6	9/28/26	Early Republic Lecture	Early Republic Escape Room	---	10/4/26
7	10/5/26	The West, Slavery, and Secession Lecture	Secession Crisis Primary Source Analysis	---	10/11/26
8	10/12/26	SLO 1 Assessment	SLO 2 Assessment	---	10/18/26

History 1301.25D0 Course Schedule, Weeks 9-16

<u>Week #</u>	<u>Week Beginning</u>	<u>Assignment 1</u>	<u>Assignment 2</u>	<u>Assignment 3</u>	<u>Due Date</u>
9	10/19/26	Civil War and Reconstruction Lecture	SLO 3 Assessment	---	10/25/26
10	10/26/26	<i>Examination 2 Opens Friday, 10/23/26</i> <i>Due by 11:59 PM on Thursday, 10/29/26</i>			10/29/26
11	11/2/26	American Colossus Lecture	Late 1800s Disasters Escape Room	---	11/8/26
12	11/9/26	Reforming America Lecture	Reformers Meet and Greet	---	11/15/26
13	11/16/26	<i>Term Project Presentations Due by Sunday</i> <i>(But you should probably present it before then)</i>			11/22/26
14	11/23/26	Thanksgiving Assignment			11/29/26
15	11/30/26	Imperial America Lecture	American Imperialism Primary Source Analysis	---	12/6/26
16	12/7/26	<i>Examination 3 Opens WEDNESDAY, 12/2/26</i> <i>Due by 11:59 PM on TUESDAY, 12/8/26</i>			10/18/26

Course # HIST 1301 40H0
US HISTORY ONE
Fall 2026

Instructor: Matt White
Office: 211
Phone: 903-457-8712
Email: matt.white@parisjc.edu
Office Hours:

Monday 7:30-8:00; 10:45-12:15; 1:30-2:30
Tuesday 7:30-8:00; 9:15-11:00
Wednesday 7:30-8:00; 10:45-12:15; 1:30-2:30
Thursday 7:30-8:00; 9:15-11:00

Meeting Location: GC 126
Meeting Days: Monday and Wednesday
Meeting Times: 9:30-10:45

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Maximum SCH per student.....	3
Maximum SCH per course	3
Maximum contact hours per course.....	48

Required Textbook(s) and Materials:

Insert required text including ISBN and materials

Course Goals and Objectives:

Upon successful completion of this course, students will:

1. Create an argument through the use of historical evidence.
2. Analyze and interpret primary and secondary sources. 150
3. Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Course Requirements and Evaluation:

Insert subject matter of each lecture or lab activity

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

In class writing summaries will be averaged into one grade worth 33% of the course as well as a mid-term writing prompt (33%) and final writing prompt (33%) will be averaged to calculate the final grade.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is October 1st.

Class Conduct:

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[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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Ethical Considerations and Consequences for Misuse

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Course Schedule/Weekly Lesson Plan:

Week 1 The Old World/ The Renaissance/ Reformation

Week 2 The Spanish, French and English Colonies in the New World

Week 3 The Enlightenment, The Glorious Revolution, The Great Awakening. The Declaration of Independence, American Revolution

Week 4 Review/Midterm

Week 5 The Articles of Confederation/The Constitution

Week 6 Jeffersonian-Jacksonian America

Week 7 Texas, Countdown to Civil War

Week 8 Review/Midterm

Course # HIST 1301 40J0
US HISTORY ONE
Fall 2026

Instructor: Matt White
Office: 211
Phone: 903-457-8712
Email: matt.white@parisjc.edu
Office Hours:

Monday 7:30-8:00; 10:45-12:15; 1:30-2:30
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Meeting Location: GC 126
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Course Requirements and Evaluation:

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Week 1 The Old World/ The Renaissance/ Reformation

Week 2 The Spanish, French and English Colonies in the New World

Week 3 The Enlightenment, The Glorious Revolution, The Great Awakening. The Declaration of Independence, American Revolution

Week 4 Review/Midterm

Week 5 The Articles of Confederation/The Constitution

Week 6 Jeffersonian-Jacksonian America

Week 7 Texas, Countdown to Civil War

Week 8 Review/Midterm

Course # HIST 1301 45A0 (PIONEER FATE)
US HISTORY ONE
Fall 2026

Instructor: Matt White
Office: 211
Phone: 903-457-8712
Email: matt.white@parisjc.edu
Office Hours:

Monday 7:30-8:00; 10:45-12:15; 1:30-2:30
Tuesday 7:30-8:00; 9:15-11:00
Wednesday 7:30-8:00; 10:45-12:15; 1:30-2:30
Thursday 7:30-8:00; 9:15-11:00

Meeting Location: GC 126
Meeting Days: Tuesday and Thursday
Meeting Times: 8:00-9:15

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Maximum SCH per student.....	3
Maximum SCH per course	3
Maximum contact hours per course.....	48

Required Textbook(s) and Materials:

Insert required text including ISBN and materials

Course Goals and Objectives:

Upon successful completion of this course, students will:

1. Create an argument through the use of historical evidence.
2. Analyze and interpret primary and secondary sources. 150
3. Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Insert course objectives or Core Course Competencies

Course Requirements and Evaluation:

Insert subject matter of each lecture or lab activity

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

In class writing summaries will be averaged into one grade worth 33% of the course as well as a mid-term writing prompt (33%) and final writing prompt (33%) will be averaged to calculate the final grade.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is November 12th.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

AI is a tool to help us understand the material. It is not a replacement for understanding, or an invitation to let it do the work for you. That is academic dishonesty and it is unethical.

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be

handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog &

Student Handbook for the official complaint or grievance procedure.
<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

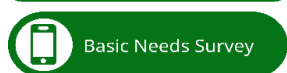
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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Course Schedule/Weekly Lesson Plan:

Week 1 Introduction/The Old World/ The Renaissance/ Reformation
Week 2 The Spanish, French and English Colonies in the New World
Week 3 The Enlightenment, The Glorious Revolution,
Week 4 The Great Awakening. French and Indian War
Week 5 Causes of the American Revolution
Week 6 The Declaration of Independence
Week 7 American Revolution
Week 8 Review/MIDTERM
Week 9 The Articles of Confederation/The Constitution
Week 10 Federalists/ Anti-Federalists
Week 11 Washington/Adams
Week 12 Jeffersonian-Jacksonian America
Week 13 Manifest Destiny, Abolition
Week 14 Countdown to Civil War
Week 15 Final Countdown to Civil War
Week 16 FINAL

Course # HIST 1301 45A1 (Quinlan)
US HISTORY ONE
Fall 2026

Instructor: Matt White
Office: 211
Phone: 903-457-8712
Email: matt.white@parisjc.edu
Office Hours:

Monday 7:30-8:00; 10:45-12:15; 1:30-2:30
Tuesday 7:30-8:00; 9:15-11:00
Wednesday 7:30-8:00; 10:45-12:15; 1:30-2:30
Thursday 7:30-8:00; 9:15-11:00

Meeting Location: GC 116-118
Meeting Days: Monday and Wednesday
Meeting Times: 8:00

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Maximum SCH per student.....	3
Maximum SCH per course	3
Maximum contact hours per course.....	48

Required Textbook(s) and Materials:

Insert required text including ISBN and materials

Course Goals and Objectives:

Upon successful completion of this course, students will:

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Course Requirements and Evaluation:

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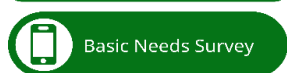
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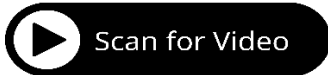
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Course Schedule/Weekly Lesson Plan:

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Week 4 The Great Awakening. French and Indian War
Week 5 Causes of the American Revolution
Week 6 The Declaration of Independence
Week 7 American Revolution
Week 8 Review/MIDTERM
Week 9 The Articles of Confederation/The Constitution
Week 10 Federalists/ Anti-Federalists
Week 11 Washington/Adams
Week 12 Jeffersonian-Jacksonian America
Week 13 Manifest Destiny, Abolition
Week 14 Countdown to Civil War
Week 15 Final Countdown to Civil War
Week 16 FINAL

**Course Hist 1301. 55A0
United States History I
Fall 2026**

Instructor: Kelly Waltman-Payne, PhD.
Office: Greenville #204, SS Adjunct Offices.
Phone: 903.457-8726
Email: kpayne@parisjc.edu
Office Hours: M (GC) 10:00 am-12:15 pm
TR (SS) 9:15 am-12:15 pm
W (SS) 10:30-am 12:15 pm

Meeting Location: SS
Meeting Days: TR
Meeting Times: 8:00-9:15 am

Course Description:

survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Credits: 3

Prerequisite(s): None

*Note: ACGM courses typically require TSI compliance or waiver.
Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.*

Required Textbook(s) and Materials:

You are. Not required to purchase a textbook in this course. We will be using Openstax US History. This is a FREE online resource. You will find a link in Blackboard and link provided below:

<https://openstax.org/details/books/us-history>

Publish Date:
Dec 30, 2014
Web Version Last Updated:
May 20, 2025
Color:
ISBN-13: 978-1-938168-36-9
Black and White:
ISBN-13: 978-150669-815-1
Digital PDF:
ISBN-13: 978-1-947172-08-1
Assignable:
ISBN-13: 978-1-961584-77-8

Course Goals and Objectives:

Courses in this category focus on how ideas, values, beliefs and other aspects of culture reflect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical Thinking Skills -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Communication Skills -- to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Personal Responsibility -- to include the ability to connect choices, actions and consequences to ethical decision- making.
4. Social Responsibility -- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

History Student Learner Outcomes: Upon successful completion of this course students will:

1. Create an argument through the use of historical evidence.
2. Analyze and interpret primary and secondary sources.
3. Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Course Requirements and Evaluation:

Syllabus Quiz - (5 points) *this is a mandatory quiz over the syllabus. This quiz is a required assignment to stay enrolled in the course. You have unlimited attempts to take this quiz up until the due date.*

MLA Quiz – (5 points) you will take a quiz over MLA formatting. After watching the videos, reading the material in the START HERE folder, you will take the quiz. You have unlimited attempts to take this quiz up until the due date.

AI Schedule (10 points). *You will create a schedule using AI.*

Chapters 1-16 Quizzes: (16 chapters. 20 points each. 60 points total) *You will take a 20 question multiple choice quiz based on the readings and videos for each chapter. These quizzes are timed. You will have one attempt.*

Discussion Board Assignments (6 boards. 10 points each. 60 points total) *You will complete one Discussion Board Assignment for each Module. This is your opportunity to reflect on what you have learned through your reading, the videos and your own research. Discussion Board Assignments are intended to take some time, research, and reflection. You should not wait until the last minute to complete these assignments. It is expected that the discussion board is written in your own words, not AI. Please see the AI policy to ensure you understand the potential penalties for copy/past from AI generators or any other websites. This is plagiarism.*

Special Assignments (6 assignments. 10 points each. 60 points total). *You will complete one special assignment for each module. These special assignments will vary, but overall will measure your knowledge of the content in that module and the professionalism of the assignment which reflects that knowledge.*

Primary Source Assignments (6 assignments, 10 points each, 60 points total) You will complete 6 primary source assignments.

Mid-term Exam (100 points total)– This exam will cover material from the first half of class. The mid-term exam will cover information from the weekly lectures (on TEAMS and recorded lectures) This exam is timed and will be given during class time on the designated date.

Final Exam (100 points total)– This exam will cover material from the second half of class. The final exam will cover information from the weekly lectures (on TEAMS and recorded lectures). This exam is timed and will be given during class time on the designated date.

Final Writing Project – Four parts of final paper (10 points each; 40 points total): You will complete your final paper project as we. Proceed through the course. Each “part” will be completed, graded and you will receive the feedback. You should use this feedback to complete the Final Writing Project.

Final Writing Project (100 points total) . . Please see Blackboard for more instructions. This is due prior to the end of semester, so start early.

SLO assessments (3 assessments, 10 points each, 30 points total). Your knowledge of the core objectives will be assessed through three assignments toward the end of the course.

- There will be a few (limited) extra credit assignments offered

Final grades will be determined according to your total accumulation of points earned. Point values can easily be converted to percentage points. Please see the grading scale above to calculate your final grade in the course. All grades are recorded. In the Blackboard gradebook. You can access these grades in the “My Grades” tab. I am happy to help you calculate your score at any point.

Please keep in mind that the Point system is not the percentage system. Please follow the scale below only.

Grading scale:

630 Total points possible

A = 630-567 points

B = 566- 504 points

C= 503- 504 points

D= 503-441 points

F= less then 441 points

Required Activity:

All students must complete the First Assignment- Syllabus Quiz located in the "Start HERE" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course. This assignment should be completed in Blackboard before September 8, 2026 11:59 pm.

Course Policies:

Requirement to submit coursework by the due date: You should interpret an established due date as the FINAL OPPORTUNITY for submitting corresponding coursework. Demonstration of personal responsibility is a core objective of this course, and this policy will be strictly enforced in pursuit of this objective. **You should complete all assignments by the due date.** Technical difficulties are not an

excuse to turn in late work.

Late work: **No late work will be accepted in this course without a doctor's note.** There are no exceptions to this policy. Please keep a calendar (or print out the calendar on the last page of the syllabus). In most cases, you have had one to two weeks (or more) to complete the work.

Requirement to submit coursework through Blackboard: All coursework must be submitted through the college's online learning management system, Blackboard, unless instructed otherwise through official course communications. The instructor will not accept assignments submitted through email without prior approval. This allows the work to go through a Safe Assign and AI Detection programs.

Collaboration and Collusion: Students are encouraged to collaborate in learning with other students but strictly prohibited from colluding with others in completing assignments. Collaboration occurs when students share ideas, strategies, and understandings through discussion or study activities. Collusion occurs when students work with other persons to complete quizzes, tests, or any other assignment with the knowledge that the coursework will be submitted for course credit. Among other deceitful practices outlined in the Student Handbook, collusion is a form of academic dishonesty that will be reported.

Student/Instructor Communications: All students must regularly check for course communications within Dragonmail, course messages, and course announcements. You should feel comfortable contacting the instructor with any concerns or questions that may arise. The following guidelines have been established to facilitate communication efficiently. Outside of face-to-face conversation, email or Blackboard course messages are the preferred mode of student/instructor communication. To send the instructor a message, locate and select the "Course Messages" or "External Email" links on the course menu in Blackboard. Other acceptable modes of communication may include video conferencing sessions in Blackboard (available by request) or sending an email from your Dragonmail account (note: emails sent from private or high school issued email accounts may not receive an answer). Video conferencing will occur during office hours or by appointment. After sending electronic communications to the instructor, **students should expect a response within 24 hours (M-R) or the next business day** (emails received Friday through Sunday). If you contact the instructor by email, you must use your Dragonmail account or Blackboard to send and receive communications. You should identify yourself using your full name (as listed in the course) and by identifying the course and section for which you are enrolled. Be as detailed as possible when describing your questions, and be sure that your question is not due to a lack of reading the course syllabus or assignment instructions.

Important Notifications: Students should check course announcements regularly, as this method of communication will be used to dispense any important course notifications, including alterations to this course. Additional requirements communicated through course messages or other official correspondence are amendments to this syllabus if specified to be so. Receipt of notifications by course announcement is assumed.

Opening Assignments: All assignments are open according to the schedule. After Module 1, you will have approximately 2 weeks to complete each module. Exception: the Final Writing Project is open at day one. You can complete assignments early, as long as they are open. Always check the syllabus and the Course Calendar to ensure you are completing work on time.

The instructor may make alterations or amendments to this syllabus as needed.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is November 12, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

AI Policy**Artificial intelligence (AI) Ethical Considerations and Consequences for Misuse**

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.

- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Multi-Factor Authentication (MFA) Requirement for Students

To help protect student accounts and personal information, students are required to use **Multi-Factor Authentication (MFA)** when accessing college systems and online resources. MFA adds an extra layer of security by requiring users to verify their identity through a second method, a Microsoft Authenticator mobile app notification in addition to their password.

How to Use MFA:

1. Log in to your college account using your username and password.
2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

Dual credit students logged in to their high school's WIFI will not be prompted for MFA.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

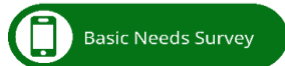
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE (by weeks – Monday to Sunday)	TOPIC	READINGS ASSIGNMENTS CLASS PREPARATION	Assignments Due: all Blackboard assignments are due at 11:59 pm
8.24-8.30	Syllabus, expectations The Americas, Europe, and Africa Before 1492	Syllabus and Course Expectations Read Chapters 1,2. Read all material and Watch all videos in Module 1 Folder. Begin research for Final Paper Topic	No Assignments due
8.31-9.6	Early Globalization: The Atlantic World, 1492–1650	Required to ensure continued enrollment. Read syllabus prior to taking the quiz	Saturday 9.5.26 DUE: Syllabus Quiz Due MLA Quiz AI Scheduled
9.7-9.13			Tuesday 9.8.26 DUE: Module 1 Assignments: Chapter 1 Quiz Chapter 2 Quiz Module 1 Discussion Board Module 1 Special Assignment Primary Source Assignment Final Paper Part 1: Intro and Thesis
9.14-9.20	Creating New Social Orders: Colonial Societies, 1500–1700	Read Chapters 3,4,5 Read all material and Watch all videos in Module 3 Folder	No assignments due this week
9.21-9.27	Rule Britannia! The English Empire, 1660–1763 Imperial Reforms and Colonial Protests, 1763-1774		Tuesday 9.22.26 DUE Module 2 Assignments: Chapter 3 Quiz Chapter 4 Quiz Chapter 5 Quiz Module 2 Discussion Board Module 2 Special Assignment Primary Source Assignment
9.28-10.4	America's War for Independence, 1775-1783	Read Chapters 6,7, 8 Read all material and Watch all videos in Module 3 Folder	

10.5-10.11	Creating Republican Governments, 1776–1790 Growing Pains: The New Republic, 1790–1820		Tuesday 10.6.26 DUE Module 3 Assignments: Chapter 6 Quiz Chapter 7 Quiz Chapter 8 Quiz Module 3 Discussion Board Module 3 Special Assignment Primary Source Assignment Final Paper Part 2: Annotated Bibliography
10.12-10.18		Study for mid-term	Mid-term Exam (covers material from Chapters 1-8)
10.19- 10.25	Industrial Transformation in the North, 1800–1850 Jacksonian Democracy, 1820–1840 On the Move: Westward Expansion, 1800–1860	Read Chapters 9,10,11 Read all material and Watch all videos in Module 4 Folder	Tuesday 10.20.26 DUE Module 4 Chapter 9 Quiz Chapter 10 Quiz Chapter 11 Quiz Module 4 Discussion Board Module 4 Special Assignment Primary Source Assignment Final Paper Part 3 – Historical Application
10.26-11.1	Cotton is King: The Antebellum South, 1800–1860	Read Chapters 12,13 Read all material and Watch all videos in Module 5 Folder	
11.2-11.8	Antebellum Idealism and Reform Impulses, 1820–1860		Tuesday 11.3.26 DUE: Module 5 Chapter 12 Quiz Chapter 13 Quiz Module 5 Discussion Board Module 5 Special Assignment Primary Source Assignment
11.9-11.15	Troubled Times: the Tumultuous 1850s	Read Chapters 14,15,16 Read all material and Watch all videos in Module 5 Folder	

11.16-11.22	The Civil War, 1860–1865 The Era of Reconstruction, 1865–1877	Thursday 11.19.26 : Final Paper Workshop	11.17.26 – Module 6 Chapter 14 Quiz Chapter 15 Quiz Chapter 16 Quiz Module 6 Discussion Board Module 6 Special Assignment Primary Source Assignment Final Paper – Part 4 Personal Application
11.23-11.29	Thanksgiving Break	No class	No assignments due
11.30-12.6		SLO Assessments (no prep needed)	SLO Assessments 12.1.26 – Final Paper
12.7-12.20		Study for Final Exam (Chapters 9-16)	12.8.26 – Final Exam

**Course Hist 1301. 64A0
United States History I
Fall 2026**

Instructor: Kelly Waltman-Payne, PhD.
Office: Greenville #204, SS Adjunct Offices.
Phone: 903.457-8726

Email: kpayne@parisjc.edu

Office Hours: M (GC) 10:00 am-12:15 pm
TR (SS) 9:15 am-12:15 pm
W (SS) 10:30-am 12:15 pm

Meeting Location: online

Meeting Days: online

Meeting Times: online

Course Description:

survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Credits: 3

Prerequisite(s): None

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

You are. Not required to purchase a textbook in this course. We will be using Openstax US History. This is a FREE online resource. You will find a link in Blackboard and link provided below:

<https://openstax.org/details/books/us-history>

Publish Date:

Dec 30, 2014

Web Version Last Updated:

May 20, 2025

Color:

ISBN-13: 978-1-938168-36-9

Black and White:

ISBN-13: 978-150669-815-1

Digital PDF:

ISBN-13: 978-1-947172-08-1

Assignable:

ISBN-13: 978-1-961584-77-8

Course Goals and Objectives:

Courses in this category focus on how ideas, values, beliefs and other aspects of culture reflect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical Thinking Skills -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Communication Skills -- to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Personal Responsibility -- to include the ability to connect choices, actions and consequences to ethical decision- making.
4. Social Responsibility -- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

History Student Learner Outcomes: Upon successful completion of this course students will:

1. Create an argument through the use of historical evidence.
2. Analyze and interpret primary and secondary sources.
3. Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Course Requirements and Evaluation:

Syllabus Quiz - (5 points) *this is a mandatory quiz over the syllabus. This quiz is a required assignment to stay enrolled in the course. You have unlimited attempts to take this quiz up until the due date.*

MLA Quiz – (5 points) you will take a quiz over MLA formatting. After watching the videos, reading the material in the START HERE folder, you will take the quiz. You have unlimited attempts to take this quiz up until the due date.

AI Schedule (10 points). *You will create a schedule using AI.*

Chapters 1-16 Quizzes: (16 chapters. 20 points each. 60 points total) *You will take a 20 question multiple choice quiz based on the readings and videos for each chapter. These quizzes are timed. You will have one attempt.*

Discussion Board Assignments (6 boards. 10 points each. 60 points total) *You will complete one Discussion Board Assignment for each Module. This is your opportunity to reflect on what you have learned through your reading, the videos and your own research. Discussion Board Assignments are intended to take some time, research, and reflection. You should not wait until the last minute to complete these assignments. It is expected that the discussion board is written in your own words, not AI. Please see the AI policy to ensure you understand the potential penalties for copy/past from AI generators or any other websites. This is plagiarism.*

Special Assignments (6 assignments. 10 points each. 60 points total). *You will complete one special assignment for each module. These special assignments will vary, but overall will measure your knowledge of the content in that module and the professionalism of the assignment which reflects that knowledge.*

Primary Source Assignments (6 assignments, 10 points each, 60 points total) You will complete 6 primary source assignments.

Mid-term Exam (100 points total)– This exam will cover material from the first half of class. The mid-term exam will cover information from the weekly lectures (on TEAMS and recorded lectures) This exam is timed and will be given during class time on the designated date.

Final Exam (100 points total)– This exam will cover material from the second half of class. The final exam will cover information from the weekly lectures (on TEAMS and recorded lectures). This exam is timed and will be given during class time on the designated date.

Final Writing Project – Four parts of final paper (10 points each; 40 points total): You will complete your final paper project as we. Proceed through the course. Each “part” will be completed, graded and you will receive the feedback. You should use this feedback to complete the Final Writing Project.

Final Writing Project (100 points total) . . Please see Blackboard for more instructions. This is due prior to the end of semester, so start early.

SLO assessments (3 assessments, 10 points each, 30 points total). Your knowledge of the core objectives will be assessed through three assignments toward the end of the course.

- There will be a few (limited) extra credit assignments offered

Final grades will be determined according to your total accumulation of points earned. Point values can easily be converted to percentage points. Please see the grading scale above to calculate your final grade in the course. All grades are recorded. In the Blackboard gradebook. You can access these grades in the “My Grades” tab. I am happy to help you calculate your score at any point.

Please keep in mind that the Point system is not the percentage system. Please follow the scale below only.

Grading scale:

630 Total points possible

A = 630-567 points

B = 566- 504 points

C= 503- 504 points

D= 503-441 points

F= less then 441 points

Required Activity:

All students must complete the First Assignment- Syllabus Quiz located in the "Start HERE" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course. This assignment should be completed in Blackboard before September 8, 2026 11:59 pm.

Course Policies:

Requirement to submit coursework by the due date: You should interpret an established due date as the FINAL OPPORTUNITY for submitting corresponding coursework. Demonstration of personal responsibility is a core objective of this course, and this policy will be strictly enforced in pursuit of this objective. **You should complete all assignments by the due date.** Technical difficulties are not an

excuse to turn in late work.

Late work: **No late work will be accepted in this course without a doctor's note.** There are no exceptions to this policy. Please keep a calendar (or print out the calendar on the last page of the syllabus). In most cases, you have had one to two weeks (or more) to complete the work.

Requirement to submit coursework through Blackboard: All coursework must be submitted through the college's online learning management system, Blackboard, unless instructed otherwise through official course communications. The instructor will not accept assignments submitted through email without prior approval. This allows the work to go through a Safe Assign and AI Detection programs.

Collaboration and Collusion: Students are encouraged to collaborate in learning with other students but strictly prohibited from colluding with others in completing assignments. Collaboration occurs when students share ideas, strategies, and understandings through discussion or study activities. Collusion occurs when students work with other persons to complete quizzes, tests, or any other assignment with the knowledge that the coursework will be submitted for course credit. Among other deceitful practices outlined in the Student Handbook, collusion is a form of academic dishonesty that will be reported.

Student/Instructor Communications: All students must regularly check for course communications within Dragonmail, course messages, and course announcements. You should feel comfortable contacting the instructor with any concerns or questions that may arise. The following guidelines have been established to facilitate communication efficiently. Outside of face-to-face conversation, email or Blackboard course messages are the preferred mode of student/instructor communication. To send the instructor a message, locate and select the "Course Messages" or "External Email" links on the course menu in Blackboard. Other acceptable modes of communication may include video conferencing sessions in Blackboard (available by request) or sending an email from your Dragonmail account (note: emails sent from private or high school issued email accounts may not receive an answer). Video conferencing will occur during office hours or by appointment. After sending electronic communications to the instructor, **students should expect a response within 24 hours (M-R) or the next business day** (emails received Friday through Sunday). If you contact the instructor by email, you must use your Dragonmail account or Blackboard to send and receive communications. You should identify yourself using your full name (as listed in the course) and by identifying the course and section for which you are enrolled. Be as detailed as possible when describing your questions, and be sure that your question is not due to a lack of reading the course syllabus or assignment instructions.

Important Notifications: Students should check course announcements regularly, as this method of communication will be used to dispense any important course notifications, including alterations to this course. Additional requirements communicated through course messages or other official correspondence are amendments to this syllabus if specified to be so. Receipt of notifications by course announcement is assumed.

Opening Assignments: All assignments are open according to the schedule. After Module 1, you will have approximately 2 weeks to complete each module. Exception: the Final Writing Project is open at day one. You can complete assignments early, as long as they are open. Always check the syllabus and the Course Calendar to ensure you are completing work on time.

The instructor may make alterations or amendments to this syllabus as needed.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is November 12, 2026.

Class Conduct:

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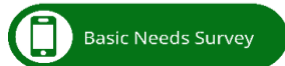
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8.31-9.6	Early Globalization: The Atlantic World, 1492–1650	Required to ensure continued enrollment. Read syllabus prior to taking the quiz	Saturday 9.5.26 DUE: Syllabus Quiz Due MLA Quiz AI Scheduled
9.7-9.13			Tuesday 9.8.26 DUE: Module 1 Assignments: Chapter 1 Quiz Chapter 2 Quiz Module 1 Discussion Board Module 1 Special Assignment Primary Source Assignment Final Paper Part 1: Intro and Thesis
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9.21-9.27	Rule Britannia! The English Empire, 1660–1763 Imperial Reforms and Colonial Protests, 1763-1774		Tuesday 9.22.26 DUE Module 2 Assignments: Chapter 3 Quiz Chapter 4 Quiz Chapter 5 Quiz Module 2 Discussion Board Module 2 Special Assignment Primary Source Assignment
9.28-10.4	America's War for Independence, 1775-1783	Read Chapters 6,7, 8 Read all material and Watch all videos in Module 3 Folder	

10.5-10.11	Creating Republican Governments, 1776–1790 Growing Pains: The New Republic, 1790–1820		Tuesday 10.6.26 DUE Module 3 Assignments: Chapter 6 Quiz Chapter 7 Quiz Chapter 8 Quiz Module 3 Discussion Board Module 3 Special Assignment Primary Source Assignment Final Paper Part 2: Annotated Bibliography
10.12-10.18		Study for mid-term	Mid-term Exam (covers material from Chapters 1-8)
10.19- 10.25	Industrial Transformation in the North, 1800–1850 Jacksonian Democracy, 1820–1840 On the Move: Westward Expansion, 1800–1860	Read Chapters 9,10,11 Read all material and Watch all videos in Module 4 Folder	Tuesday 10.20.26 DUE Module 4 Chapter 9 Quiz Chapter 10 Quiz Chapter 11 Quiz Module 4 Discussion Board Module 4 Special Assignment Primary Source Assignment Final Paper Part 3 – Historical Application
10.26-11.1	Cotton is King: The Antebellum South, 1800–1860	Read Chapters 12,13 Read all material and Watch all videos in Module 5 Folder	
11.2-11.8	Antebellum Idealism and Reform Impulses, 1820–1860		Tuesday 11.3.26 DUE: Module 5 Chapter 12 Quiz Chapter 13 Quiz Module 5 Discussion Board Module 5 Special Assignment Primary Source Assignment
11.9-11.15	Troubled Times: the Tumultuous 1850s	Read Chapters 14,15,16 Read all material and Watch all videos in Module 5 Folder	

11.16-11.22	The Civil War, 1860–1865 The Era of Reconstruction, 1865–1877	Thursday 11.19.26: Final Paper Workshop	11.17.26 – Module 6 Chapter 14 Quiz Chapter 15 Quiz Chapter 16 Quiz Module 6 Discussion Board Module 6 Special Assignment Primary Source Assignment Final Paper – Part 4 Personal Application
11.23-11.29	Thanksgiving Break	No class	No assignments due
11.30-12.6		SLO Assessments (no prep needed)	SLO Assessments 12.1.26 – Final Paper
12.7-12.20		Study for Final Exam Chapters 9-16)	12.8.26 – Final Exam



HIST 1301.65A0
United States History 1
Fall 2026

Instructor: Micha Flowers
Office: FGC A104c
Phone: (903) 782-0728
Email: mflowers@parisjc.edu
Office Hours:

Monday- 1:00-3:30 PM
Tuesday- 1:00-3:30 PM
Wednesday- 1:00-3:30 PM
Thursday- 1:00-3:30 PM

Meeting Location: Chisum HS
Meeting Days: TR
Meeting Times: 8:00-9:15 AM

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Credits: SCH = 3 lecture hours per week

TSI Requirement: xxx M, xxx R, xxx W.

Prerequisite(s): None

Required Textbook(s) and Materials:

- OpenStax US History Open Education Resource Textbook (Free, found online at <https://openstax.org/details/books/us-history>)
- Physical copies of the textbook can be purchased by student from Amazon, ISBN 978-1-938168-36-9
- Access to a computer with Internet access (the college has computers available in the library for student use).
- Webcam
- Note taking materials such as pen/pencil and notebook
- Respondus Lockdown Browser with Respondus Monitor

Course Goals and Objectives:

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture reflect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives

Students successfully completing this course will demonstrate competency in the following Core Objectives:

- Critical Thinking Skills- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills- to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- Personal Responsibility- to include the ability to connect choices, actions, and consequences to ethical decision-making.
- Social Responsibility- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

History Student Learner Outcomes

Upon successful completion of this course students will:

- Create an argument through the use of historical evidence.
- Analyze and interpret primary and secondary sources.
- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Course Map of Core Objectives, Student Learner Outcomes, and Assignments

<u>Student Learner Outcome</u>	<u>Maps to Core Objective</u>	<u>Assessment Tool</u>
1- Create an argument through the use of historical evidence.	Critical Thinking Skills (CT)	SLO 1 Assessment
	Communication Skills (CS)	SLO 1 Assessment
	Personal Responsibility (PR)	SLO 1 Assessment
	Social Responsibility (SR)	SLO 1 Assessment
2- Analyze and interpret primary and secondary sources.	Critical Thinking Skills (CT)	SLO 2 Assessment
	Communication Skills (CS)	SLO 2 Assessment
	Personal Responsibility (PR)	SLO 2 Assessment
	Social Responsibility (SR)	SLO 2 Assessment
3- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.	Critical Thinking Skills (CT)	SLO 3 Assessment
	Communication Skills (CS)	SLO 3 Assessment
	Personal Responsibility (PR)	SLO 3 Assessment
	Social Responsibility (SR)	SLO 3 Assessment

Course Requirements and Evaluation:

Course Components		Grading Schema	
Attendance	10%	A	90-100%
Video Lectures	25%	B	80-89%
In Class Assignments	25%	C	70-79%
Examinations/Term Project	40%	D	60-69%
<u>TOTAL</u>	<u>100%</u>	F	Below 60%

Attendance

Attendance is critical for the successful completion of this class, and will be recorded daily. You cannot expect to succeed if you do not attend regularly or punctually. As you will see in the course schedule, we are doing something every day, and habitually missing class will severely hamper your ability to learn and retain the information. Punctual attendance is defined as being in the classroom, in your seat, before I begin for the day, and remaining in the classroom for the duration of the class period. Punctual attendance receives full credit, tardiness or absence from the room for less than 5 minutes receives half credit, and tardiness or absence from the room for greater than 5 minutes or unexcused absence receives no credit.

Video Lectures with Embedded Questions

Video Lectures are posted in Blackboard but are completed in EdPuzzle. EdPuzzle tracks and saves your individual progress in 10% increments. When completing the lectures, I recommend taking thorough notes in Cornell style- you will be able to use your handwritten notes on the exams. You can repeat sections as needed, and if you are unsatisfied with your overall grade on a video lecture, you can complete it up to three times.

In Class Assignments

You are expected to actively engage in the assignments, which we will complete in class. This includes actively taking notes, contributing to class discussions, engaging in the assignments, and being on task throughout the class. All in-class assignments are due at the end of class, unless otherwise specified.

Term Project

One of the joys of an education is the ability to create things that are meaningful to you. Your term project will be one of these times. More information will be provided this week and next. A rubric, along with more information about the project, will be provided to you in Blackboard that will detail exactly what I am looking for. This is a chance for you to be creative and make a unique historical argument in a unique way. The more you put into this, the more you'll get out of it!

Examinations

Each exam will have 50 multiple choice questions, broken down below and on the next page.

<u>Examination 1 Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
Alphas and Omegas Lecture	13	26
From Revival to Revolution Lecture	14	28
From Revolution to Republic Lecture	13	26
TOTALS	50	100

<u>Examination 2 Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
Early Republic and Jackson Lecture	13	26
The West, Slavery, and Secession Lecture	14	28
Civil War and Reconstruction Lecture	13	26
TOTALS	50	100

<u>Examination 3 Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
American Colossus Lecture	13	26
Reforming America Lecture	14	28
Imperial America Lecture	13	26
TOTALS	50	100

Course Policies

Instructor Absence and Communication

In the rare case that I am indisposed you will receive notification in Blackboard. Instructions for that class day will be provided to you. To contact me, please email me from your Dragonmail to the email address listed on the front page of the syllabus- do not use the internal messaging function in Blackboard. In the body of the email, please ensure you put your name, your course and section number, and your PJC student ID so I can most effectively help you. Expect a reply within 24 hours Monday through Thursday, and by the next business day Friday through Sunday.

Required Activity

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Class Attendance

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 12th**.

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook. Treat other people the way you want to be treated.

Outside resources including, but not limited to, online articles, “homework help” apps or websites, artificial intelligence programs, or other people are almost always prohibited unless otherwise specified by the instructor. In nearly all cases, I have given you everything you will need to complete these in-class assignments. The point of these exercises is to help teach you how to successfully meet the Student Learner Outcomes and the Core Objectives of both the department and college. Accordingly, if you’re relying on something or someone else telling you what the answer to a particular question is, you are not demonstrating your mastery of literally any of those objectives or outcomes, and accordingly, you will not get any credit for them.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

Online Resources

The Paris Junior College Social Science Division uses the Blackboard online learning management system for both online and face-to-face courses. The PJC Blackboard login web page can be found at: <https://parisjc.blackboard.com> The Blackboard login username is each student's school-issued student ID number (without dashes) and the login password is the student's 8-digit birthday (month, day, four-digit year). For technical assistance with Blackboard contact the PJC Help Desk at 903-782-0496 or techsupport@parisjc.edu.

All students have a dedicated email address that serves as the primary method of contact between themselves and the college, including this course. Activate your Dragonmail account as soon as possible. Information and instructions can be found at this link:

<https://www.parisjc.edu/main/activate-dragonmail/>

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-Discrimination Clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Other Resources for Students

Licensed Professional Counselors at Paris Junior College may assist currently enrolled students with short-term, personal counseling services. Services include resolving personal problems, managing stress, depression, and other mental health-related issues that may impede academic success.

The Licensed Professional Counselors are based at the Paris location, however, they can schedule appointments at off-site locations and are available via phone, email and Zoom on a daily basis. For more information, contact Advising and Counseling at counseling@parisjc.edu or 903-782-0426.

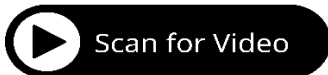
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



History 1301.65A0 Course Schedule, Weeks 1-8

<u>Week #</u>	<u>Week Beginning</u>	<u>Tuesday in Class</u>	<u>Wednesday on your own</u>	<u>Thursday in Class</u>
1	8/24/26	First Assignment and Course Introduction	<u>First Assignment</u>	<i>Historical Thinking Lecture</i>
2	8/31/26	Alphas and Omegas Lecture Part 1	<u>Alphas and Omegas Part 2 (Video Lecture)</u>	<i>Puritans Primary Source Analysis</i>
3	9/7/26	Revival to Revolution Lecture Part 1	<u>Revival to Revolution Part 2 (Video Lecture)</u>	<i>Prelude to the Revolution Escape Room</i>
4	9/14/26	Revolution to Republic Lecture Part 1	<u>Revolution to Republic Part 2 (Video Lecture)</u>	<i>Constitutional Jeopardy</i>
5	9/21/26	Exam Review	<u>Exam Review</u>	<u>Examination 1</u>
6	9/28/26	Early Republic to Jackson Lecture Part 1	<u>Early Republic to Jackson Part 2 (Video Lecture)</u>	<i>Early Republic Escape Room</i>
7	10/5/26	The West, Slavery, and Secession Lecture Part 1	<u>The West, Slavery, and Secession Part 2 (Video Lecture)</u>	<i>Going to Oregon</i>
8	10/12/26	Secession Crisis Primary Source Analysis Part 1	<u>Secession Crisis Primary Source Analysis Part 2</u>	<i>SLO 2 Assessment</i>

History 1301.65A0 Course Schedule, Weeks 9-16

<u>Week #</u>	<u>Week Beginning</u>	<u>Tuesday in Class</u>	<u>Wednesday on your own</u>	<u>Thursday in Class</u>
9	10/19/26	Civil War and Reconstruction Lecture Part 1	Civil War and Reconstruction Part 2 (Video Lecture)	SLO 1 Assessment
10	10/26/26	SLO 3 Assessment	Exam Review	<u>Examination 2</u>
11	11/2/26	American Colossus Vocabulary	American Colossus Video Lecture	American Colossus Disasters Escape Room
12	11/9/26	Reforming America Lecture	Reforming America Vocabulary	Reforming America Meet and Greet
13	11/16/26	Imperial America Lecture	Imperial America Vocabulary	Imperial America Primary Source Analysis
14	11/23/26	Thanksgiving Assignment		
15	11/30/26	Term Project Presentations	Term Project Presentations	Term Project Presentations
16	12/7/26	Vocabulary Exam	Exam Review	<u>Examination 3</u>

Instructor: Melisa Ward, PhD.
Office: 1305
Phone: 903-356-1600
Email: mward@parisjc.edu
Office Hours: By appointment

Meeting Location: 1305
Meeting Days: M-Thursday
Meeting Times: 9:27-10:22

Course Description:

Survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Credits: 3

Prerequisite(s): None

Note: ACGM courses typically require TSI compliance or waiver.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

You are. Not required to purchase a textbook in this course. We will be using Openstax US History. This is a FREE online resource. You will find a link in Blackboard and link provided below:

<https://openstax.org/details/books/us-history>

Publish Date:

Dec 30, 2014

Web Version Last Updated:

May 20, 2025

Color:

ISBN-13: 978-1-938168-36-9

Black and White:

ISBN-13: 978-150669-815-1

Digital PDF:

ISBN-13: 978-1-947172-08-1

Assignable:

ISBN-13: 978-1-961584-77-8

Course Goals and Objectives:

Courses in this category focus on how ideas, values, beliefs and other aspects of culture reflect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical Thinking Skills -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Communication Skills -- to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Personal Responsibility -- to include the ability to connect choices, actions and consequences to ethical decision-making.
4. Social Responsibility -- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

History Student Learner Outcomes: Upon successful completion of this course students will:

1. Create an argument through the use of historical evidence.
2. Analyze and interpret primary and secondary sources.
3. Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Course Requirements and Evaluation:

Chapters 1-16 Quizzes: 20% *These quizzes are timed. You will have one attempt.*

Primary Source Analysis: 20%

Exams: 20%

Project – Four parts of final paper: 40% *You will complete your project as we proceed through the course. Each “part” will be completed, graded and you will receive the feedback. You should use this feedback to complete the Final Writing Project.*

Final grades will be determined according to your total percentage points. Please see the grading scale above to calculate your final grade in the course. All grades are recorded. In the Blackboard gradebook. You can access these grades in the “My Grades” tab. I am happy to help you calculate your score at any point.

Course Policies:

Requirement to submit coursework by the due date: You should interpret an established due date as the FINAL OPPORTUNITY for submitting corresponding coursework. Demonstration of personal responsibility is a core objective of this course, and this policy will be strictly enforced in pursuit of this objective. **You should complete all assignments by the due date.** Technical difficulties are not an excuse to turn in late work.

Late work: **No late work will be accepted in this course without a doctor’s note.** There are no exceptions to this policy. Please keep a calendar (or print out the calendar on the last page of the syllabus).

Requirement to submit coursework through Blackboard: All coursework must be submitted through the college’s online learning management system, Blackboard, unless instructed otherwise through official course communications. The instructor will not accept assignments submitted through email without prior approval. This allows the work to go through a Safe Assign and AI Detection programs.

Collaboration and Collusion: Students are encouraged to collaborate in learning with other students but strictly prohibited from colluding with others in completing assignments. Collaboration occurs when students share ideas, strategies, and understandings through discussion or study activities. Collusion occurs when students work with other persons to complete quizzes, tests, or any other assignment with the knowledge that the coursework will be submitted for course credit. Among other deceitful practices outlined in the Student Handbook, collusion is a form of academic dishonesty that will be reported.

Student/Instructor Communications: All students must regularly check for course communications within Dragonmail, course messages, and course announcements. You should feel comfortable contacting the instructor with any concerns or questions that may arise. The following guidelines have been established to facilitate communication efficiently. Outside of face-to-face conversation, email or Blackboard course messages are the preferred mode of student/instructor communication. To send the instructor a message, locate and select the “Course Messages” or “External Email” links on the course menu in Blackboard. Other acceptable modes of communication may include video conferencing sessions in Blackboard (available by request) or sending an email from your Dragonmail account (note: emails sent from private or high school issued email accounts may not receive an answer). Video conferencing will occur during office hours or by appointment. After sending electronic communications to the instructor, **students should expect a response within 24 hours (M-R) or the next business day** (emails received Friday through Sunday). If you contact the instructor by email, you must use your Dragonmail account or Blackboard to send and receive communications. You should identify yourself using your full name (as listed in the course) and by identifying the course and section for which you are enrolled. Be as detailed as possible when describing your questions, and be sure that your question is not due to a lack of reading the course syllabus or assignment instructions.

Important Notifications: Students should check course announcements regularly, as this method of communication will be used to dispense any important course notifications, including alterations to this course. Additional requirements communicated through course messages or other official correspondence are amendments to this syllabus if specified to be so. Receipt of notifications by course announcement is assumed.

Opening Assignments: All assignments are open according to the schedule. After Module 1, you will have approximately 2 weeks to complete each module. Exception: the Final Writing Project is open at day one. You can complete assignments early, as long as they are open. Always check the syllabus and the Course Calendar to ensure you are completing work on time.

The instructor may make alterations or amendments to this syllabus as needed.

Class Attendance:

Class attendance is critical for the successful completion of this course. The last day for a student to withdraw from a course with a grade of “W” is November 12, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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AI Policy

Artificial intelligence (AI) Ethical Considerations and Consequences for Misuse

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Approval Process

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Citation Requirements

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Detection and Verification

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When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Week	Day 1	Day 2	Day 3	Day 4
Week 1- Aug. 24- 27	Syllabus; Assign Semester Project	Historians From Day 1: HW: Read Chapter 1 in OpenStax	Early North America (17)	Early North American Women PSA
Week 2- Aug. 31- Sept.3	PSA Discussion	Chapter 1 Quiz; HW: Read Chapter 2 in OpenStax	Cultural Encounters (42)	Queen Isabella PSA
Week 3- Sept. 8- 10	LABOR DAY	PSA Discussion	Chapter 2 Quiz; HW: Read Chapter 3 in OpenStax	Colonial Life (45)
Week 4- Sept. 14- 17	Colonial Women's Experience PSA	PSA Discussion	Chapter 3 Quiz; HW: Read Chapter 4 in OpenStax	Enlightenment (29)
Week 5- Sept. 21- 24	Enlightenment PSA; Audit Report Due	PSA Discussion	EXAM 1; Read Chapter 5	Women's American Revolution
Week 6- Sept. 28- Oct. 1	Were Women Revolutionary in the American Revolution?	PSA Discussion	Chapter 5 Quiz; HW: Read Chapter 6 in OpenStax	Loyalist PSA; or Declaration PSA
Week 7- Oct. 5-8	PSA Discussion	Chapter 6 Quiz; HW: Read Chapter 7 in OpenStax	Constitution PSA; HW: Bill of Rights Analysis	Life Before and After the Revolution PSA
Week 8- Oct. 12- 15	PSA Discussion	Chapter 7 Quiz; HW: Read Chapter 8 in Open Stax	Republican Motherhood (24)	Challenging Slavery PSA;
Week 9- Oct. 19- 22	PSA Discussion; The Constitutional Convention Analysis Due	Exam 2; HW: Read Chapter 9 in Open Stax	Abolition Movement (18)	Indentured Servitude vs. Slavery
Week 10 Oct. 26- 29	PSA Discussion	Chapter 9 Quiz; HW: Read Chapter 10 in Open Stax	Trail of Tears (45)	Trail of Tears
Week 11- Nov. 2-5	PSA Discussion	Chapter 10 Quiz; HW: Read Chapter 11 in Open Stax	Lewis and Clark PSA	Lewis and Clark PSA

Week 12- Nov. 9- 12	PSA Discussion; Bill of Rights Phase Due	Chapter 11 Quiz; HW: Read Chapter 12 in Open Stax	Slave Experiences in Antebullum America	Slave Experiences in Antebullum America
Week 13- Nov. 16- 19	PSA Discussion	Exam 3; HW: Chapter 13 in Open Stax	Seneca Falls PSA: Read Chapter 14 in Open Stax	PSA Discussion
Week 14- Nov. 30- Dec. 3	THANKSGIVING BREAK	THANKSGIVING BREAK	THANKSGIVING BREAK	THANKSGIVING BREAK
Week 15- Nov. 30- Dec. 3	Dred Scott vs. Sandford PSA	PSA Discussion	Work in the Civil War (26)	Women Fighting in the Civil War PSA
Week 16- Dec. 7- 10	Reconstruction (22); Phase 4 Due	Women vs. Men in the Reconstruction	Civil War and Reconstruction Discussion	FINAL EXAM (Chapters 14-16)

Course Hist 1301. 88N0
United States History I
Fall 2026

Instructor: Kelly Waltman-Payne, PhD.
Office: Greenville #204, SS Adjunct Offices.
Phone: 903.457-8726
Email: kpayne@parisjc.edu
Office Hours: M (GC) 10:00 am-12:15 pm
TR (SS) 9:15 am-12:15 pm
W (SS) 10:30-am 12:15 pm

Meeting Location: TEAMS
Meeting Days: TR
Meeting Times: 8:00-9:15 am

Course Description:

survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Credits: 3

Prerequisite(s): None

*Note: ACGM courses typically require TSI compliance or waiver.
Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.*

Required Textbook(s) and Materials:

You are. Not required to purchase a textbook in this course. We will be using Openstax US History. This is a FREE online resource. You will find a link in Blackboard and link provided below:

<https://openstax.org/details/books/us-history>

Publish Date:
Dec 30, 2014
Web Version Last Updated:
May 20, 2025
Color:
ISBN-13: 978-1-938168-36-9
Black and White:
ISBN-13: 978-150669-815-1
Digital PDF:
ISBN-13: 978-1-947172-08-1
Assignable:
ISBN-13: 978-1-961584-77-8

Course Goals and Objectives:

Courses in this category focus on how ideas, values, beliefs and other aspects of culture reflect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical Thinking Skills -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Communication Skills -- to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Personal Responsibility -- to include the ability to connect choices, actions and consequences to ethical decision- making.
4. Social Responsibility -- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

History Student Learner Outcomes: Upon successful completion of this course students will:

1. Create an argument through the use of historical evidence.
2. Analyze and interpret primary and secondary sources.
3. Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Course Requirements and Evaluation:

Syllabus Quiz - (5 points) *this is a mandatory quiz over the syllabus. This quiz is a required assignment to stay enrolled in the course. You have unlimited attempts to take this quiz up until the due date.*

MLA Quiz – (5 points) you will take a quiz over MLA formatting. After watching the videos, reading the material in the START HERE folder, you will take the quiz. You have unlimited attempts to take this quiz up until the due date.

AI Schedule (10 points). *You will create a schedule using AI.*

Chapters 1-16 Quizzes: (16 chapters. 20 points each. 60 points total) *You will take a 20 question multiple choice quiz based on the readings and videos for each chapter. These quizzes are timed. You will have one attempt.*

Discussion Board Assignments (6 boards. 10 points each. 60 points total) *You will complete one Discussion Board Assignment for each Module. This is your opportunity to reflect on what you have learned through your reading, the videos and your own research. Discussion Board Assignments are intended to take some time, research, and reflection. You should not wait until the last minute to complete these assignments. It is expected that the discussion board is written in your own words, not AI. Please see the AI policy to ensure you understand the potential penalties for copy/past from AI generators or any other websites. This is plagiarism.*

Special Assignments (6 assignments. 10 points each. 60 points total). *You will complete one special assignment for each module. These special assignments will vary, but overall will measure your knowledge of the content in that module and the professionalism of the assignment which reflects that knowledge.*

Primary Source Assignments (6 assignments, 10 points each, 60 points total) You will complete 6 primary source assignments.

Mid-term Exam (100 points total)– This exam will cover material from the first half of class. The mid-term exam will cover information from the weekly lectures (on TEAMS and recorded lectures) This exam is timed and will be given during class time on the designated date.

Final Exam (100 points total)– This exam will cover material from the second half of class. The final exam will cover information from the weekly lectures (on TEAMS and recorded lectures). This exam is timed and will be given during class time on the designated date.

Final Writing Project – Four parts of final paper (10 points each; 40 points total): You will complete your final paper project as we. Proceed through the course. Each “part” will be completed, graded and you will receive the feedback. You should use this feedback to complete the Final Writing Project.

Final Writing Project (100 points total) . . Please see Blackboard for more instructions. This is due prior to the end of semester, so start early.

SLO assessments (3 assessments, 10 points each, 30 points total). Your knowledge of the core objectives will be assessed through three assignments toward the end of the course.

- There will be a few (limited) extra credit assignments offered

Final grades will be determined according to your total accumulation of points earned. Point values can easily be converted to percentage points. Please see the grading scale above to calculate your final grade in the course. All grades are recorded. In the Blackboard gradebook. You can access these grades in the “My Grades” tab. I am happy to help you calculate your score at any point.

Please keep in mind that the Point system is not the percentage system. Please follow the scale below only.

Grading scale:

630 Total points possible

A = 630-567 points

B = 566- 504 points

C= 503- 504 points

D= 503-441 points

F= less then 441 points

Required Activity:

All students must complete the First Assignment- Syllabus Quiz located in the "Start HERE" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course. This assignment should be completed in Blackboard before September 8, 2026 11:59 pm.

Course Policies:

Requirement to submit coursework by the due date: You should interpret an established due date as the FINAL OPPORTUNITY for submitting corresponding coursework. Demonstration of personal responsibility is a core objective of this course, and this policy will be strictly enforced in pursuit of this objective. **You should complete all assignments by the due date.** Technical difficulties are not an

excuse to turn in late work.

Late work: **No late work will be accepted in this course without a doctor's note.** There are no exceptions to this policy. Please keep a calendar (or print out the calendar on the last page of the syllabus). In most cases, you have had one to two weeks (or more) to complete the work.

Requirement to submit coursework through Blackboard: All coursework must be submitted through the college's online learning management system, Blackboard, unless instructed otherwise through official course communications. The instructor will not accept assignments submitted through email without prior approval. This allows the work to go through a Safe Assign and AI Detection programs.

Collaboration and Collusion: Students are encouraged to collaborate in learning with other students but strictly prohibited from colluding with others in completing assignments. Collaboration occurs when students share ideas, strategies, and understandings through discussion or study activities. Collusion occurs when students work with other persons to complete quizzes, tests, or any other assignment with the knowledge that the coursework will be submitted for course credit. Among other deceitful practices outlined in the Student Handbook, collusion is a form of academic dishonesty that will be reported.

Student/Instructor Communications: All students must regularly check for course communications within Dragonmail, course messages, and course announcements. You should feel comfortable contacting the instructor with any concerns or questions that may arise. The following guidelines have been established to facilitate communication efficiently. Outside of face-to-face conversation, email or Blackboard course messages are the preferred mode of student/instructor communication. To send the instructor a message, locate and select the "Course Messages" or "External Email" links on the course menu in Blackboard. Other acceptable modes of communication may include video conferencing sessions in Blackboard (available by request) or sending an email from your Dragonmail account (note: emails sent from private or high school issued email accounts may not receive an answer). Video conferencing will occur during office hours or by appointment. After sending electronic communications to the instructor, **students should expect a response within 24 hours (M-R) or the next business day** (emails received Friday through Sunday). If you contact the instructor by email, you must use your Dragonmail account or Blackboard to send and receive communications. You should identify yourself using your full name (as listed in the course) and by identifying the course and section for which you are enrolled. Be as detailed as possible when describing your questions, and be sure that your question is not due to a lack of reading the course syllabus or assignment instructions.

Important Notifications: Students should check course announcements regularly, as this method of communication will be used to dispense any important course notifications, including alterations to this course. Additional requirements communicated through course messages or other official correspondence are amendments to this syllabus if specified to be so. Receipt of notifications by course announcement is assumed.

Opening Assignments: All assignments are open according to the schedule. After Module 1, you will have approximately 2 weeks to complete each module. Exception: the Final Writing Project is open at day one. You can complete assignments early, as long as they are open. Always check the syllabus and the Course Calendar to ensure you are completing work on time.

The instructor may make alterations or amendments to this syllabus as needed.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is November 12, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

AI Policy**Artificial intelligence (AI) Ethical Considerations and Consequences for Misuse**

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.

- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Multi-Factor Authentication (MFA) Requirement for Students

To help protect student accounts and personal information, students are required to use **Multi-Factor Authentication (MFA)** when accessing college systems and online resources. MFA adds an extra layer of security by requiring users to verify their identity through a second method, a Microsoft Authenticator mobile app notification in addition to their password.

How to Use MFA:

1. Log in to your college account using your username and password.
2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

Dual credit students logged in to their high school's WIFI will not be prompted for MFA.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success

Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

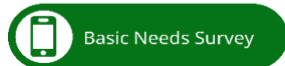
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE (by weeks – Monday to Sunday)	TOPIC	READINGS ASSIGNMENTS CLASS PREPARATION	Assignments Due: all Blackboard assignments are due at 11:59 pm
8.24-8.30	Syllabus, expectations The Americas, Europe, and Africa Before 1492	In class: Syllabus and Course Expectations Read Chapters 1,2. Read all material and Watch all videos in Module 1 Folder. Find Final Paper Topic – create thesis. Write up intro	No Assignments due
8.31-9.6	Early Globalization: The Atlantic World, 1492–1650	Required to ensure continued enrollment. Read syllabus prior to taking the quiz	Saturday 9.5.26 DUE: Syllabus Quiz Due MLA Quiz AI Scheduled
9.7-9.13			Tuesday 9.8.26 DUE: Module 1 Assignments: Chapter 1 Quiz Chapter 2 Quiz Module 1 Discussion Board Module 1 Special Assignment Primary Source Assignment Final Paper Part 1: Intro and Thesis
9.14-9.20	Creating New Social Orders: Colonial Societies, 1500–1700	Read Chapters 3,4,5 Read all material and Watch all videos in Module 3 Folder	No assignments due this week
9.21-9.27	Rule Britannia! The English Empire, 1660–1763 Imperial Reforms and Colonial Protests, 1763-1774		Tuesday 9.22.26 DUE Module 2 Assignments: Chapter 3 Quiz Chapter 4 Quiz Chapter 5 Quiz Module 2 Discussion Board Module 2 Special Assignment Primary Source Assignment
9.28-10.4	America's War for Independence, 1775-1783	Read Chapters 6,7, 8 Read all material and Watch all videos in Module 3 Folder	

10.5-10.11	Creating Republican Governments, 1776–1790 Growing Pains: The New Republic, 1790–1820		Tuesday 10.6.26 DUE Module 3 Assignments: Chapter 6 Quiz Chapter 7 Quiz Chapter 8 Quiz Module 3 Discussion Board Module 3 Special Assignment Primary Source Assignment Final Paper Part 2: Annotated Bibliography
10.12-10.18		Study for mid-term	Tuesday 10.13.26 Mid-term Exam (covers material from Chapters 1-8)
10.19- 10.25	Industrial Transformation in the North, 1800–1850 Jacksonian Democracy, 1820–1840 On the Move: Westward Expansion, 1800–1860	Read Chapters 9,10,11 Read all material and Watch all videos in Module 4 Folder	Tuesday 10.20.26 DUE Module 4 Chapter 9 Quiz Chapter 10 Quiz Chapter 11 Quiz Module 4 Discussion Board Module 4 Special Assignment Primary Source Assignment Final Paper Part 3 – Historical Application
10.26-11.1	Cotton is King: The Antebellum South, 1800–1860	Read Chapters 12,13 Read all material and Watch all videos in Module 5 Folder	
11.2-11.8	Antebellum Idealism and Reform Impulses, 1820–1860		Tuesday 11.3.26 DUE: Module 5 Chapter 12 Quiz Chapter 13 Quiz Module 5 Discussion Board Module 5 Special Assignment Primary Source Assignment
11.9-11.15	Troubled Times: the Tumultuous 1850s	Read Chapters 14,15,16 Read all material and Watch all videos in Module 5 Folder	

11.16-11.22	The Civil War, 1860–1865 The Era of Reconstruction, 1865–1877	Thursday 11.19.26 Final Paper Workshop	11.17.26 – Module 6 Chapter 14 Quiz Chapter 15 Quiz Chapter 16 Quiz Module 6 Discussion Board Module 6 Special Assignment Primary Source Assignment Final Paper – Part 4 Personal Application
11.23-11.29	Thanksgiving Break	No class	No assignments due
11.30-12.6		SLO Assessments(no prep needed)	12.3.26 –SLO Assessments 12.1.26 – Final Paper
12.7-12.20		Study for Final Exam (Chapters 9-16)	12.8.26 – Final Exam

Paris Junior College



History 1301.76A0 Syllabus Fall Semester 2026

Instructor Information

Name: James Owsley
Office Phone: 903 217-1536
Email: jowsley@parisjc.edu
Office Hours: by appointment

Course Information

Course Title: U.S. History to 1877
Course Number: HIST 1301
Course Description: HIST 1301 is a survey of the political, social, economic, military, cultural, and intellectual history of the United States from the discovery of America through Reconstruction.

Text/Required Materials: Hewitt, Nancy A., and Steven F. Lawson. *Exploring American Histories: a Survey with Sources*. Bedford/St. Martins, Macmillan Learning, 2019.

Additional Reading Material

The American Yawp

<https://www.americanyawp.com/>

Class Meets Monday, Wednesday at 10:02-10:56 am Lone Oak High School.

Student Learning Outcomes

Upon completion of HIST1301, students will be able to:

1. Compare and contrast various European nations' motives for and methods of exploration and colonization of the New World.
2. Identify and explain the causes and outcomes of the American Revolution.
3. Examine the Constitutional Convention from the perspectives of its purpose, participants, and outcomes.

Course Objectives

The student will be able to:

1. Comprehend the events and factors that led to the discovery of America.
2. Compare and contrast the Spanish, French, English, and other nations' colonial development in America.
3. Comprehend the causes and results of the American Revolution.
4. Comprehend the significance of the Constitutional Convention.
5. Comprehend America's expansion and growth of nationalism during the nineteenth century, with particular attention to the role and development of slavery.
6. Comprehend the concept of sectionalism in the US during the nineteenth century.
7. Evaluate the causes and consequences of the American Civil War.

Course Competencies

HIST 1301 will assist students in the development of the following competencies:

- examining social institutions and processes across a range of historical periods, social structures and cultures
- using and critiquing alternative explanatory systems or theories
- analyzing the effects of historical, social, political, economic, cultural and global forces on the area under study
- understanding the evolution and current role of the United States in the world
- differentiating and analyzing historical evidence (documentary and statistical) and differing points of view
- recognizing and applying reasonable criteria for the acceptability of historical evidence and social research
- identifying and understanding differences and commonalities within diverse cultures

Course Requirements/Format

This class will experience a variety of teaching methods, but usually the class will be in a lecture/guided discussion format.

Course requirements include four exams. The final exam will not be a comprehensive test over the entire term; instead, it will cover the material that follows exam #3.

Grading Policy

You must complete each of the four 100-point exams during the term. No make-up exams will be given after the final make-up date, which is usually the second Friday before the last class day. 80% of your grade will be from the tests, 10% will be based on attendance, 10% on Class participation. The grading scale is:

90-90= A 80-89= B 70-79 = C 60-69= D Below 59= F

Testing Policy

I expect each student to be prepared for each test. That includes being on time, having a pencil or pen, and being ready to do your own work.

Exams will mainly be multiple choice and matching, but I reserve the right to ask any type of question on any test. You will need #2 pencils or pen (Blue or Black).

If you miss an exam, it is your responsibility to contact me within one class day to set up a make-up test.

Examinations:

Exam 1	September 16 th
Exam 2	October 14 th
Exam 3	November 11 th
Final Exam	December 7 th

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Day and Month depending on term.*

Class Conduct:

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3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.

5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately

Dual credit students logging in to their high school wifi will not be required to complete the MFA process. Dual Credit students logging in anywhere else will be required to complete the MFA process.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

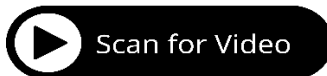
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Drop Policy

The student must notify the instructor if he/she desires to drop the course before the final date to drop. After the drop date, students may not drop. The final date for this semester is **November 12th**. The student has the responsibility to initiate a drop by requesting a withdrawal slip from the instructor. Failure to do so may result in a final grade of "F."

Week	Assignments, Classroom Lectures, etc.
1	• August 24th-Introduction and explanation of the course syllabi and course expectations • August 26th-Chapter 1, Mapping Global Frontiers
2	• August 31st- Chapter 2, Colonization and Conflict Quiz 1, Due August 30th at 11:59pm via Blackboard • September 2nd- Chapter 3, Colonial America amid Global Change
3	• September 7th-Holiday Quiz 2, Due September 8th at 11:59pm via Blackboard • September 9th-Chapter 4, Religious Strife and Social Upheavals
4	• September 14th-Exam Review • September 16th-First Exam
5	• September 21st-Chapter 5, Wars and Empires Quiz 3, Due September 22nd at 11:59pm via Blackboard • September 23rd-Chapter 6, The American Revolution
6	• September 28th- Chapter 6, The American Revolution • September 30th-Chapter 7, Forging A New Nation

7	• October 5th- Holiday • Quiz 4, Due October 6th at 11:59pm via Blackboard • October 7th-Chapter 8, The Early Republic
8	• October 12th-Exam Review • October 14th-Second Exam
9	• October 19th-Chapter 9, Defending and Redefining the Nation • Quiz 5, Due October 20th at 11:59pm via Blackboard • October 21st-Chapter 10, Social and Cultural Ferment in the North
10	• October 26th-Chapter 11, Slavery Expands South and West • October 28th- Chapter 11, Slavery Expands South and West
11	Quiz 6, Due November 1st at 11:59pm via Blackboard • November 2nd-Chapter 12, Imperial Ambitions and Sectional Crisis • November 4th- Chapter 12, Imperial Ambitions and Sectional Crisis
12	• November 9th-Exam Review • November 11th-Third Exam
13	• November 16th-Chapter 13, Civil War • Quiz 7, Due November 17th at 11:59pm via Blackboard • November 18th, Chapter 13, Civil War

14	• November 23th-Thanksgiving Holiday • November 25th- Thanksgiving Holiday
15	Quiz 8, Due November 29th at 11:59pm via Blackboard • November 30th-Chapter 14, Emancipation and Reconstruction • December 2nd-Final Exam Review
16	• December 7th-Final Exam



HIST 1302.10J0
United States History 2
Fall B 2026

Instructor: Micha Flowers
Office: FGC A104c
Phone: (903) 782-0728
Email: mflowers@parisjc.edu
Office Hours:

Monday- 1:00-3:30 PM
Tuesday- 1:00-3:30 PM
Wednesday- 1:00-3:30 PM
Thursday- 1:00-3:30 PM

Meeting Location: FGC 118A
Meeting Days: TR
Meeting Times: 9:30-10:45 AM

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

Credits: SCH = 3 lecture hours per week

TSI Requirement: xxx M, xxx R, xxx W.

Prerequisite(s): None

Required Textbook(s) and Materials:

- OpenStax US History Open Education Resource Textbook (Free, found online at <https://openstax.org/details/books/us-history>)
- Physical copies of the textbook can be purchased by student from Amazon, ISBN 978-1-938168-36-9
- Access to a computer with Internet access (the college has computers available in the library for student use).
- Webcam
- Note taking materials such as pen/pencil and notebook
- Respondus Lockdown Browser with Respondus Monitor

Course Goals and Objectives:

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture reflect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives

Students successfully completing this course will demonstrate competency in the following Core Objectives:

- Critical Thinking Skills- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills- to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- Personal Responsibility- to include the ability to connect choices, actions, and consequences to ethical decision-making.
- Social Responsibility- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

History Student Learner Outcomes

Upon successful completion of this course students will:

- Create an argument through the use of historical evidence.
- Analyze and interpret primary and secondary sources.
- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Course Map of Core Objectives, Student Learner Outcomes, and Assignments

<u>Student Learner Outcome</u>	<u>Maps to Core Objective</u>	<u>Assessment Tool</u>
1- Create an argument through the use of historical evidence.	Critical Thinking Skills (CT)	SLO 1 Assessment
	Communication Skills (CS)	SLO 1 Assessment
	Personal Responsibility (PR)	SLO 1 Assessment
	Social Responsibility (SR)	SLO 1 Assessment
2- Analyze and interpret primary and secondary sources.	Critical Thinking Skills (CT)	SLO 2 Assessment
	Communication Skills (CS)	SLO 2 Assessment
	Personal Responsibility (PR)	SLO 2 Assessment
	Social Responsibility (SR)	SLO 2 Assessment
3- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.	Critical Thinking Skills (CT)	SLO 3 Assessment
	Communication Skills (CS)	SLO 3 Assessment
	Personal Responsibility (PR)	SLO 3 Assessment
	Social Responsibility (SR)	SLO 3 Assessment

Course Requirements and Evaluation:

Course Components		Grading Schema	
Attendance	10%	A	90-100%
Video Lectures	25%	B	80-89%
Module Assignments	25%	C	70-79%
Examinations/Term Project	40%	D	60-69%
<u>TOTAL</u>	<u>100%</u>	F	Below 60%

Attendance

Attendance is critical for the successful completion of this class, and will be recorded daily. You cannot expect to succeed if you do not attend regularly or punctually. As you will see in the course schedule, we are doing something every day, and habitually missing class will severely hamper your ability to learn and retain the information. Punctual attendance is defined as being in the classroom, in your seat, before I begin for the day, and remaining in the classroom for the duration of the class period. Punctual attendance receives full credit, tardiness or absence from the room for less than 5 minutes receives half credit, and tardiness or absence from the room for greater than 5 minutes or unexcused absence receives no credit.

Video Lectures with Embedded Questions

Video Lectures are posted in Blackboard but are completed in EdPuzzle. EdPuzzle tracks and saves your individual progress in 10% increments, When completing the lectures, I recommend taking thorough notes in Cornell style- you will be able to use your handwritten notes on the exams. You can repeat sections as needed, and If you are unsatisfied with your overall grade on a video lecture, you can complete it up to three times.

In Class Assignments

You are expected to actively engage in the assignments, which we will complete in class. This includes actively taking notes, contributing to class discussions, engaging in the assignments, and being on task throughout the class. All in-class assignments are due at the end of class, unless otherwise specified.

Midterm Examination

The midterm examination will be 50 multiple choice questions, broken down as follows. You will have 75 minutes to complete the exam. You may use your handwritten notes on the exam.

<u>Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
Lecture 1 (American Colossus)	13	26
Lecture 2 (Anxious Decades)	14	28
Lecture 3 (World War Two)	13	26
TOTALS	50	100

Final Examination

The Final Examination will be 50 multiple choice questions, broken down as follows. You will have 75 minutes to complete the exam. You may use your handwritten notes on the exam.

<u>Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
Lecture 4 (The Cold War)	13	26
Lecture 5 (Civil Rights Movement)	14	28
Lecture 6 (From Nixon to the New World Order)	13	26
TOTALS	50	100

Historic Site Scrapbook Term Project

One of both the institutional goals and my goals for this class is to build partnerships with community members and institutions. To that end, a significant part of your overall grade will come from a term project designed to get you out into the community and engaged with local history. No matter where you are in the United States, there are a lot of historic sites and historical organizations who maintain buildings, display artifacts, and provide

educational opportunities for the public. Chances are if you find yourself in a city of any size, you are never more than 5 miles away from a public history site at any given time. Your assignment will be to visit one of these sites, document your visit there, and create a scrapbook over your experience.

A rubric, along with more information about the project, will be provided to you in Blackboard that will detail exactly what I am looking for. This is a chance for you to be creative and make a unique historical argument in a unique way. If a particular site offers guided tours, I would suggest attending one- generally speaking, you'll learn a lot more that way. The more you put into this, the more you'll get out of it! This assignment will be due in Week 7 of the course, but don't let that sneak up on you.

Course Policies

Instructor Absence and Communication

In the rare case that I am indisposed you will receive notification in Blackboard. Instructions for that class day will be provided to you. To contact me, please email me from your Dragonmail to the email address listed on the front page of the syllabus- do not use the internal messaging function in Blackboard. In the body of the email, please ensure you put your name, your course and section number, and your PJC student ID so I can most effectively help you. Expect a reply within 24 hours Monday through Thursday, and by the next business day Friday through Sunday.

Required Activity

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Class Attendance

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 24th**.

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook. Treat other people the way you want to be treated.

Outside resources including, but not limited to, online articles, "homework help" apps or websites, artificial intelligence programs, or other people are almost always prohibited unless

otherwise specified by the instructor. In nearly all cases, I have given you everything you will need to complete these in-class assignments. The point of these exercises is to help teach you how to successfully meet the Student Learner Outcomes and the Core Objectives of both the department and college. Accordingly, if you're relying on something or someone else telling you what the answer to a particular question is, you are not demonstrating your mastery of literally any of those objectives or outcomes, and accordingly, you will not get any credit for them.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

Online Resources

The Paris Junior College Social Science Division uses the Blackboard online learning management system for both online and face-to-face courses. The PJC Blackboard login web page can be found at: <https://parisjc.blackboard.com> The Blackboard login username is each student's school-issued student ID number (without dashes) and the login password is the student's 8-digit birthday (month, day, four-digit year). For technical assistance with Blackboard contact the PJC Help Desk at 903-782-0496 or techsupport@parisjc.edu.

All students have a dedicated email address that serves as the primary method of contact between themselves and the college, including this course. Activate your Dragonmail account as soon as possible. Information and instructions can be found at this link:

<https://www.parisjc.edu/main/activate-dragonmail/>

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

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Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Other Resources for Students

Licensed Professional Counselors at Paris Junior College may assist currently enrolled students with short-term, personal counseling services. Services include resolving personal problems, managing stress, depression, and other mental health-related issues that may impede academic success.

The Licensed Professional Counselors are based at the Paris location, however, they can schedule appointments at off-site locations and are available via phone, email and Zoom on a daily basis. For more information, contact Advising and Counseling at counseling@parisjc.edu or 903-782-0426.

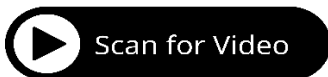
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



History 1302.10J0 Course Schedule

<u>Week #</u>	<u>Week Beginning</u>	<u>Tuesday in Class</u>	<u>Thursday in Class</u>	<u>Online Homework (Due Sunday)</u>
1	10/19/26	Syllabus and Course Introduction	Historical Thinking Presentation	First Assignment, American Colossus Lecture
2	10/26/26	American Empire Primary Source Analysis Part 1	American Empire Primary Source Analysis Part 2	Anxious Decades Lecture
3	11/2/26	SLO 1 Assessment	Anxious Decades Primary Source Analysis	World War Two Lecture
4	11/9/26	Japanese Internment Primary Source Analysis	Midterm Examination	Cold War Lecture
5	11/16/26	Nukes Escape Room	SLO 2 Assessment	Civil Rights Lecture
6	11/23/26	Freedom Summer Escape Room	No Class- Happy Thanksgiving!	Nixon to New World Order Lecture
7	11/30/26	Socratic Seminar Day 1	Socratic Seminar Day 2	Term Project Presentation
8	12/7/26	SLO 3 Assessment	Final Examination	---



HIST 1302.20E0
United States History 2
Fall A 2026

Instructor: Micha Flowers
Office: FGC A104c
Phone: (903) 782-0728
Email: mflowers@parisjc.edu
Office Hours:

Monday- 1:00-3:30 PM
Tuesday- 1:00-3:30 PM
Wednesday- 1:00-3:30 PM
Thursday- 1:00-3:30 PM

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

Credits: SCH = 3 lecture hours per week

TSI Requirement: xxx M, xxx R, xxx W.

Prerequisite(s): None

Required Textbook(s) and Materials:

- OpenStax US History Open Education Resource Textbook (Free, found online at <https://openstax.org/details/books/us-history>)
- Physical copies of the textbook can be purchased by student from Amazon, ISBN 978-1-938168-36-9
- Access to a computer with Internet access (the college has computers available in the library for student use).
- Webcam
- Note taking materials such as pen/pencil and notebook
- Respondus Lockdown Browser with Respondus Monitor

Course Goals and Objectives:

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture reflect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives

Students successfully completing this course will demonstrate competency in the following Core Objectives:

- Critical Thinking Skills- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills- to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- Personal Responsibility- to include the ability to connect choices, actions, and consequences to ethical decision-making.
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History Student Learner Outcomes

Upon successful completion of this course students will:

- Create an argument through the use of historical evidence.
- Analyze and interpret primary and secondary sources.
- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Course Map of Core Objectives, Student Learner Outcomes, and Assignments

<u>Student Learner Outcome</u>	<u>Maps to Core Objective</u>	<u>Assessment Tool</u>
1- Create an argument through the use of historical evidence.	Critical Thinking Skills (CT)	SLO 1 Assessment
	Communication Skills (CS)	SLO 1 Assessment
	Personal Responsibility (PR)	SLO 1 Assessment
	Social Responsibility (SR)	SLO 1 Assessment
2- Analyze and interpret primary and secondary sources.	Critical Thinking Skills (CT)	SLO 2 Assessment
	Communication Skills (CS)	SLO 2 Assessment
	Personal Responsibility (PR)	SLO 2 Assessment
	Social Responsibility (SR)	SLO 2 Assessment
3- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.	Critical Thinking Skills (CT)	SLO 3 Assessment
	Communication Skills (CS)	SLO 3 Assessment
	Personal Responsibility (PR)	SLO 3 Assessment
	Social Responsibility (SR)	SLO 3 Assessment

Course Requirements and Evaluation:

Course Components		Grading Schema	
Video Lectures	25%	A	90-100%
Module Assignments	25%	B	80-89%
Examinations	30%	C	70-79%
Term Project	20%	D	60-69%
<u>TOTAL</u>	<u>100%</u>	F	Below 60%

Attendance

Attendance is critical for the successful completion of this class, and will be recorded daily. You cannot expect to succeed if you do not attend regularly or punctually. As you will see in the course schedule, we are doing something every day, and habitually missing class will severely hamper your ability to learn and retain the information. Punctual attendance is defined as being in the classroom, in your seat, before I begin for the day, and remaining in the classroom for the duration of the class period. Punctual attendance receives full credit, tardiness or absence from the room for less than 5 minutes receives half credit, and tardiness or absence from the room for greater than 5 minutes or unexcused absence receives no credit.

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In Class Assignments

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Midterm Examination

The midterm examination will be 50 multiple choice questions, broken down as follows. You will have 75 minutes to complete the exam. You may use your handwritten notes on the exam.

<u>Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
Lecture 1 (American Colossus)	13	26
Lecture 2 (Anxious Decades)	14	28
Lecture 3 (World War Two)	13	26
TOTALS	50	100

Final Examination

The Final Examination will be 50 multiple choice questions, broken down as follows. You will have 75 minutes to complete the exam. You may use your handwritten notes on the exam.

<u>Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
Lecture 4 (The Cold War)	13	26
Lecture 5 (Civil Rights Movement)	14	28
Lecture 6 (From Nixon to the New World Order)	13	26
TOTALS	50	100

Historic Site Scrapbook Term Project

One of both the institutional goals and my goals for this class is to build partnerships with community members and institutions. To that end, a significant part of your overall grade will come from a term project designed to get you out into the community and engaged with local history. No matter where you are in the United States, there are a lot of historic sites and historical organizations who maintain buildings, display artifacts, and provide educational opportunities for the public. Chances are if you find yourself in a city of any size, you are never more than 5 miles away from a public history site at any given time.

Your assignment will be to visit one of these sites, document your visit there, and create a scrapbook over your experience.

A rubric, along with more information about the project, will be provided to you in Blackboard that will detail exactly what I am looking for. This is a chance for you to be creative and make a unique historical argument in a unique way. If a particular site offers guided tours, I would suggest attending one- generally speaking, you'll learn a lot more that way. The more you put into this, the more you'll get out of it! This assignment will be due in Week 7 of the course, but don't let that sneak up on you.

Course Policies

Instructor Absence and Communication

In the rare case that I am indisposed you will receive notification in Blackboard. Instructions for that class day will be provided to you. To contact me, please email me from your Dragonmail to the email address listed on the front page of the syllabus- do not use the internal messaging function in Blackboard. In the body of the email, please ensure you put your name, your course and section number, and your PJC student ID so I can most effectively help you. Expect a reply within 24 hours Monday through Thursday, and by the next business day Friday through Sunday.

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Outside resources including, but not limited to, online articles, "homework help" apps or websites, artificial intelligence programs, or other people are almost always prohibited unless

otherwise specified by the instructor. In nearly all cases, I have given you everything you will need to complete these in-class assignments. The point of these exercises is to help teach you how to successfully meet the Student Learner Outcomes and the Core Objectives of both the department and college. Accordingly, if you're relying on something or someone else telling you what the answer to a particular question is, you are not demonstrating your mastery of literally any of those objectives or outcomes, and accordingly, you will not get any credit for them.

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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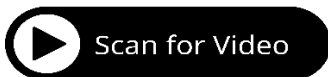
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



History 1302.20E0 Course Schedule

<u>Week #</u>	<u>Week Beginning</u>	<u>Assignment 1</u>	<u>Assignment 2</u>	<u>Assignment 3</u>	<u>Due Date</u>
1	8/24/26	First Assignment and Course Introduction	Historical Thinking Lecture	Historic Site Selection	8/30/26
2	8/31/26	American Colossus Lecture	American Empire Primary Source Analysis	---	9/6/26
3	9/7/26	SLO 1 Assessment	Anxious Decades Lecture	---	9/13/26
4	9/14/26	The Good War Lecture	Japanese Internment Primary Source Analysis	---	9/20/26
<u>Midterm Examination Opens Wednesday, 9/16/26</u> <u>Due by 11:59 PM on Tuesday, 9/22/26</u>					
5	9/21/26	Cold War through Vietnam Lecture	SLO 2 Assessment	---	9/27/26
6	9/28/26	Civil Rights Movement Lecture	Freedom Summer Escape Room	---	10/4/26
7	10/5/26	From Nixon to the New World Order Lecture	SLO 3 Assessment	Term Project Presentation	10/11/26
8	<u>Final Examination Opens Wednesday, 10/7/26</u> <u>Due by 11:59 PM on Tuesday, 10/13/26</u>				



HIST 1302.20F0
United States History 2
Fall B 2026

Instructor: Micha Flowers
Office: FGC A104c
Phone: (903) 782-0728
Email: mflowers@parisjc.edu
Office Hours:

Monday- 1:00-3:30 PM
Tuesday- 1:00-3:30 PM
Wednesday- 1:00-3:30 PM
Thursday- 1:00-3:30 PM

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

Credits: SCH = 3 lecture hours per week

TSI Requirement: xxx M, xxx R, xxx W.

Prerequisite(s): None

Required Textbook(s) and Materials:

- OpenStax US History Open Education Resource Textbook (Free, found online at <https://openstax.org/details/books/us-history>)
- Physical copies of the textbook can be purchased by student from Amazon, ISBN 978-1-938168-36-9
- Access to a computer with Internet access (the college has computers available in the library for student use).
- Webcam
- Note taking materials such as pen/pencil and notebook
- Respondus Lockdown Browser with Respondus Monitor

Course Goals and Objectives:

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture reflect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives

Students successfully completing this course will demonstrate competency in the following Core Objectives:

- Critical Thinking Skills- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills- to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- Personal Responsibility- to include the ability to connect choices, actions, and consequences to ethical decision-making.
- Social Responsibility- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

History Student Learner Outcomes

Upon successful completion of this course students will:

- Create an argument through the use of historical evidence.
- Analyze and interpret primary and secondary sources.
- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Course Map of Core Objectives, Student Learner Outcomes, and Assignments

<u>Student Learner Outcome</u>	<u>Maps to Core Objective</u>	<u>Assessment Tool</u>
1- Create an argument through the use of historical evidence.	Critical Thinking Skills (CT)	SLO 1 Assessment
	Communication Skills (CS)	SLO 1 Assessment
	Personal Responsibility (PR)	SLO 1 Assessment
	Social Responsibility (SR)	SLO 1 Assessment
2- Analyze and interpret primary and secondary sources.	Critical Thinking Skills (CT)	SLO 2 Assessment
	Communication Skills (CS)	SLO 2 Assessment
	Personal Responsibility (PR)	SLO 2 Assessment
	Social Responsibility (SR)	SLO 2 Assessment
3- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.	Critical Thinking Skills (CT)	SLO 3 Assessment
	Communication Skills (CS)	SLO 3 Assessment
	Personal Responsibility (PR)	SLO 3 Assessment
	Social Responsibility (SR)	SLO 3 Assessment

Course Requirements and Evaluation:

Course Components		Grading Schema	
Video Lectures	25%	A	90-100%
Module Assignments	25%	B	80-89%
Examinations	30%	C	70-79%
Term Project	20%	D	60-69%
<u>TOTAL</u>	<u>100%</u>	F	Below 60%

Attendance

Attendance is critical for the successful completion of this class, and will be recorded daily. You cannot expect to succeed if you do not attend regularly or punctually. As you will see in the course schedule, we are doing something every day, and habitually missing class will severely hamper your ability to learn and retain the information. Punctual attendance is defined as being in the classroom, in your seat, before I begin for the day, and remaining in the classroom for the duration of the class period. Punctual attendance receives full credit, tardiness or absence from the room for less than 5 minutes receives half credit, and tardiness or absence from the room for greater than 5 minutes or unexcused absence receives no credit.

Video Lectures with Embedded Questions

Video Lectures are posted in Blackboard but are completed in EdPuzzle. EdPuzzle tracks and saves your individual progress in 10% increments. When completing the lectures, I recommend taking thorough notes in Cornell style- you will be able to use your handwritten notes on the exams. You can repeat sections as needed, and if you are unsatisfied with your overall grade on a video lecture, you can complete it up to three times.

In Class Assignments

You are expected to actively engage in the assignments, which we will complete in class. This includes actively taking notes, contributing to class discussions, engaging in the assignments, and being on task throughout the class. All in-class assignments are due at the end of class, unless otherwise specified.

Midterm Examination

The midterm examination will be 50 multiple choice questions, broken down as follows. You will have 75 minutes to complete the exam. You may use your handwritten notes on the exam.

<u>Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
Lecture 1 (American Colossus)	13	26
Lecture 2 (Anxious Decades)	14	28
Lecture 3 (World War Two)	13	26
TOTALS	50	100

Final Examination

The Final Examination will be 50 multiple choice questions, broken down as follows. You will have 75 minutes to complete the exam. You may use your handwritten notes on the exam.

<u>Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
Lecture 4 (The Cold War)	13	26
Lecture 5 (Civil Rights Movement)	14	28
Lecture 6 (From Nixon to the New World Order)	13	26
TOTALS	50	100

Historic Site Scrapbook Term Project

One of both the institutional goals and my goals for this class is to build partnerships with community members and institutions. To that end, a significant part of your overall grade will come from a term project designed to get you out into the community and engaged with local history. No matter where you are in the United States, there are a lot of historic sites and historical organizations who maintain buildings, display artifacts, and provide educational opportunities for the public. Chances are if you find yourself in a city of any size, you are never more than 5 miles away from a public history site at any given time.

Your assignment will be to visit one of these sites, document your visit there, and create a scrapbook over your experience.

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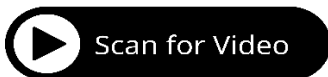
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



History 1302.20F0 Course Schedule

<u>Week #</u>	<u>Week Beginning</u>	<u>Assignment 1</u>	<u>Assignment 2</u>	<u>Assignment 3</u>	<u>Due Date</u>
1	10/19/26	First Assignment and Course Introduction	Historical Thinking Lecture	Historic Site Selection	10/25/26
2	10/26/26	American Colossus Lecture	American Empire Primary Source Analysis	---	11/1/26
3	11/2/26	SLO 1 Assessment	Anxious Decades Lecture	---	11/8/26
4	11/9/26	The Good War Lecture	Japanese Internment Primary Source Analysis	---	11/15/26
<u>Midterm Examination Opens Wednesday, 11/11/26</u> <u>Due by 11:59 PM on Tuesday, 11/17/26</u>					
5	11/16/26	Cold War through Vietnam Lecture	SLO 2 Assessment	---	11/22/26
6	11/23/26	Civil Rights Movement Lecture	Freedom Summer Escape Room	---	11/29/26
7	11/30/26	From Nixon to the New World Order Lecture	SLO 3 Assessment	Term Project Presentation	12/6/26
8	<u>Final Examination Opens Wednesday, 12/2/26</u> <u>Due by 11:59 PM on Tuesday, 12/8/26</u>				

**HIST 1302.40H0
US HISTORY TWO
Fall 2026**

Instructor: Matt White
Office: GC 211
Phone: 903-453-8712
Email: matt.white@parisjc.edu
My Office Hours:

Monday 7:30-8:00; 10:45-12:15; 1:30-2:30
Tuesday 7:30-8:00; 9:15-11:00
Wednesday 7:30-8:00; 10:45-12:15; 1:30-2:30
Thursday 7:30-8:00; 9:15-11:00

Meeting Location: GC RM 126
Meeting Days: Tuesday and Thursday
Meeting Times: 11:00-12:15

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

Maximum SCH per student.....	3
Maximum SCH per course	3
Maximum contact hours per course.....	48

Required Textbook(s) and Materials:

Insert required text including ISBN and materials

Course Goals and Objectives:

History 1302 Program and Course Outcomes: Upon successful completion of this course, students will:

1. Create an argument through the use of historical evidence.
2. Analyze and interpret primary and secondary sources. 150
3. Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Three Grades—mid-term (33%) and final exam (33%) and assorted daily or weekly quizzes and homework assignments (33%)—will be averaged to calculate final grade.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

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<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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Course Schedule/Weekly Lesson Plan:

Week 1 The Wild West/The Gilded Age

Week 2 The Populists and the Progressives

Week 3 Imperialism. Spanish American War/ World War I

Week 4 Review/Midterm

Week 5 Roaring Twenties/Stock Market Crash/ Depression

Week 6 World War II/ Cold War

Week 7 Post War America

Week 8 Review/Midterm



HIST 2321.20E0
World Civilizations 1
Fall A 2026

Instructor: Micha Flowers
Office: FGC A104c
Phone: (903) 782-0728
Email: mflowers@parisjc.edu
Office Hours:

Monday- 1:00-3:30 PM
Tuesday- 1:00-3:30 PM
Wednesday- 1:00-3:30 PM
Thursday- 1:00-3:30 PM

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange.

SCH = 3 lecture hours per week

TSI Requirement: xxx M, xxx R, xxx W.

Prerequisite(s): None

Required Textbook(s) and Materials:

- *World History, Volume 1: To 1500* by OpenStax. Open Education Resource Textbook (Free, found online at <https://openstax.org/details/books/world-history-volume-1>)
- Physical copies of the textbook can be purchased online, ISBN 9781711471426
- Access to a computer with Internet access (the college has computers available in the library for student use).
- Webcam
- Note taking materials such as pen/pencil and notebook
- Respondus Lockdown Browser with Respondus Monitor

Course Goals and Objectives:

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture reflect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives

Students successfully completing this course will demonstrate competency in the following Core Objectives:

- Critical Thinking Skills- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills- to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- Personal Responsibility- to include the ability to connect choices, actions, and consequences to ethical decision-making.
- Social Responsibility- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

History Student Learner Outcomes

Upon successful completion of this course students will:

- Create an argument through the use of historical evidence.
- Analyze and interpret primary and secondary sources.
- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of world history.

Course Map of Core Objectives, Student Learner Outcomes, and Assignments

<u>Student Learner Outcome</u>	<u>Maps to Core Objective</u>	<u>Assessment Tool</u>
1- Create an argument through the use of historical evidence.	Critical Thinking Skills (CT)	SLO 1 Assessment
	Communication Skills (CS)	SLO 1 Assessment
	Personal Responsibility (PR)	SLO 1 Assessment
	Social Responsibility (SR)	SLO 1 Assessment
2- Analyze and interpret primary and secondary sources.	Critical Thinking Skills (CT)	SLO 2 Assessment
	Communication Skills (CS)	SLO 2 Assessment
	Personal Responsibility (PR)	SLO 2 Assessment
	Social Responsibility (SR)	SLO 2 Assessment
3- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of world history.	Critical Thinking Skills (CT)	SLO 3 Assessment
	Communication Skills (CS)	SLO 3 Assessment
	Personal Responsibility (PR)	SLO 3 Assessment
	Social Responsibility (SR)	SLO 3 Assessment

Course Requirements and Evaluation:

Course Components		Grading Schema	
Video Lectures	30%	A	90-100%
Module Assignments	25%	B	80-89%
SLO Assessments	15%	C	70-79%
Examinations	30%	D	60-69%
<u>TOTAL</u>	<u>100%</u>	F	Below 60%

Video Lectures with Embedded Questions

Video Lectures are posted in Blackboard but are completed in EdPuzzle. EdPuzzle tracks and saves your individual progress in 10% increments, but I highly recommend you (a) watch through a question break and answer the questions, and (b) use Google Chrome, to ensure you don't have to repeat sections due to technical errors on EdPuzzle's part.. When completing the lectures, I recommend taking thorough notes in Cornell style- you will be able to use your handwritten notes on the exams. You can repeat sections as needed, and If you are unsatisfied with your overall grade on a video lecture, you can complete it up to three times.

Module Assignments

You are expected to actively engage in the assignments. This includes actively taking notes, contributing to class discussions, engaging in the assignments, and being on task throughout the assignment.

SLO Assessments

SLO Assessments are designed to help measure your mastery of the student learning outcomes for this course. These will take various forms, and will be clearly noted.

Midterm Examination

The midterm examination will be 50 multiple choice questions, broken down as follows. You will have 75 minutes to complete the exam. You may use your handwritten notes on the exam.

<u>Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
Ancient World Lecture	13	26
Classical World Lecture	13	26
Roman Republic Lecture	14	28
TOTALS	50	100

Final Examination

The Final Examination will be 50 multiple choice questions, broken down as follows. You will have 75 minutes to complete the exam. You may use your handwritten notes on the exam.

<u>Question Subject</u>	<u>Number of Questions</u>	<u>Total Points</u>
Historical Thinking Skills	5	10
Primary Source Analysis	5	10
Roman Empire Lecture	14	28
The Middle Ages Lecture	13	26
Transition to Modernity Lecture	13	26
TOTALS	50	100

Course Policies

Work Load/Late Work

This is a fairly compressed schedule. Time management is always important, but it's REALLY important in an 8-week course like this one. A calendar/daily planner is your friend. I'm sympathetic to the fact that life happens sometimes, so if you need something reopened, come talk to me, I'm not an ogre. The worst thing I can do is say no, but be warned, habitual late work will eventually be met with that "no."

Instructor Absence and Communication

In the rare case that I am indisposed you will receive notification in Blackboard. Instructions for that class day will be provided to you. To contact me, please email me from your Dragonmail to the email address listed on the front page of the syllabus- do not use the internal messaging function in Blackboard. In the body of the email, please ensure you put your name, your course and section number, and your PJC student ID so I can most effectively help you. Expect a reply within 24 hours Monday through Thursday, and by the next business day Friday through Sunday.

Required Activity

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Class Attendance

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st**.

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook. Treat other people the way you want to be treated.

Outside resources including, but not limited to, online articles, "homework help" apps or websites, artificial intelligence programs, or other people are almost always prohibited unless otherwise specified by the instructor. In nearly all cases, I have given you everything you will need to complete these in-class assignments. The point of these exercises is to help teach you how to successfully meet the Student Learner Outcomes and the Core Objectives of both the department and college. Accordingly, if you're relying on something or someone else telling you what the answer to a particular question is, you are not demonstrating your mastery of literally any of those objectives or outcomes, and accordingly, you will not get any credit for them.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Testing Procedures and Policies

The examinations you take in this course will be based on the video lectures and assignments. You will have 75 minutes to complete each exam, and you must use Respondus Lockdown Browser with Respondus Monitor to complete the exam. During the exams, you may use your physical copies of your notes- you will be asked to “show your work” at the end of the exam- this is where you will upload pictures of your handwritten notes. You MAY NOT use other technological devices, and you MAY NOT communicate with other people.

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While taking the exam, please stay in your seat and focus on the computer screen until the exam is complete. If an interruption occurs, briefly explain what happened by speaking directly to your webcam. And, finally, remember that you cannot exit the exam until all questions are completed and submitted for grading.

Respondus Monitor notifies me if there are irregularities in the testing session. Excessive irregularities, including, but not limited to, students missing from frame, items that block the webcam, or turning the webcam off, will be interpreted as cheating on exams, and will therefore be subject to the Academic Honesty Policy as defined in the syllabus.

I am sympathetic to privacy concerns you may have utilizing Respondus Monitor. If that is the case, it will be necessary for you to make an appointment at the PJC testing center of your choice to take the exam.

Artificial Intelligence

Ethical Considerations and Consequences for Misuse

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Detection and Verification

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You can return to your normal activities when, for at least 24 hours, both are true:

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Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

Online Resources

The Paris Junior College Social Science Division uses the Blackboard online learning management system for both online and face-to-face courses. The PJC Blackboard login web page can be found at: <https://parisjc.blackboard.com> The Blackboard login username is each student's school-issued student ID number (without dashes) and the login password is the student's 8-digit birthday (month, day, four-digit year). For technical assistance with Blackboard contact the PJC Help Desk at 903-782-0496 or techsupport@parisjc.edu.

All students have a dedicated email address that serves as the primary method of contact between themselves and the college, including this course. Activate your Dragonmail account as soon as possible. Information and instructions can be found at this link:

<https://www.parisjc.edu/main/activate-dragonmail/>

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-Discrimination Clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Other Resources for Students

Licensed Professional Counselors at Paris Junior College may assist currently enrolled students with short-term, personal counseling services. Services include resolving personal problems, managing stress, depression, and other mental health-related issues that may impede academic success.

The Licensed Professional Counselors are based at the Paris location, however, they can schedule appointments at off-site locations and are available via phone, email and Zoom on a daily basis. For more information, contact Advising and Counseling at counseling@parisjc.edu or 903-782-0426.

Syllabus

I reserve the right to alter the syllabus at any time. Students will always be notified of any changes that occur.

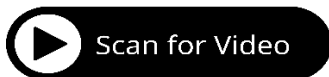
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History 2321.20E0 Course Schedule

<u>Week #</u>	<u>Week Beginning</u>	<u>Assignment 1</u>	<u>Assignment 2</u>	<u>Assignment 3</u>	<u>Due Date</u>
1	8/24/26	First Assignment	Hello There!	Historical Thinking Lecture	8/30/26
2	8/31/26	Week 2 Lecture: The Ancient World; 3500-1000 BCE	Ancient World Assignment	---	9/6/26
3	9/7/26	Week 3 Lecture: The Classical Age; 1000 BCE to Alexander	Classical Age Assignment	---	9/13/26
4	9/14/26	Week 4 Lecture: The Roman Republic	Roman Republic Assignment	---	9/20/26
<u>Midterm Examination Opens Wednesday, 9/16/26</u> <u>Due by 11:59 PM on Tuesday, 9/22/26</u>					
5	9/21/26	Week 5 Lecture: The Roman Empire	SLO 1 Assessment	---	9/27/26
6	9/28/26	Week 6 Lecture: The World Outside (and after) Rome	SLO 2 Assessment	---	10/4/26
7	10/5/26	Week 7 Lecture: Approaching Something Like Modernity	The Dark Ages and Black Plague Escape Room	SLO 3 Assessment	10/11/26
8	<u>Final Examination Opens Wednesday, 10/7/26</u> <u>Due by 11:59 PM on Tuesday, 10/13/26</u>				

HIST-1301.78A0
US History I
Fall 2026

Instructor: Crystal Tafuro
Office: 9017
Phone: 903-945-2192
Email: ctafuro@parisjc.edu
Office Hours: Monday-Friday 2:45-3:45 PM

Meeting Location: Room 9017
Meeting Days: Monday-Friday
Meeting Times: 2:00-2:45 PM

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Required Textbook(s) and Materials:

<https://openstax.org/details/books/us-history> Multiple choice questions will be available on Blackboard. Students are required to have a computer and dependable internet to access online readings and assignments. Many assignments will be given during the class period.

Credits: 3

TSI Requirement: 351 R

Prerequisite(s): N/A

Course Goals and Objectives:

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical Thinking Skills -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Communication Skills -- to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Personal Responsibility -- to include the ability to connect choices, actions and consequences to ethical decision- making.
4. Social Responsibility -- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

History Student Learner Outcomes: Upon successful completion of this course students will:

1. Create an argument through the use of historical evidence.

2. Analyze and interpret primary and secondary sources.
3. Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Course Requirements and Evaluation:

Grades in this course will be weighted. Course grades will be determined as follows:

Daily In-Class Activities:	60%
Exams:	<u>40%</u>
	100%

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Assignments and readings will be on Blackboard and given in class. Assignments not submitted by the due date and time will be counted as a late grade. Three days after the due date, the assignment will be counted as zero in the gradebook.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 12, 2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division

Vice President or the College President and may result in suspension or expulsion from the college.

Artificial intelligence

(AI) tools are not permitted in this course. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- Example of permitted use: Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- Example of prohibited use: Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Appeal

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

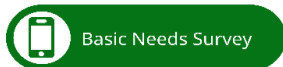
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

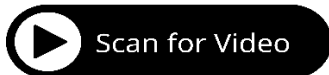
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule:

DATE	TOPIC
8/24-28	Pre-Columbian Era
8/31-9/4	European Colonization

9/7-11	European Wars in North America
9/14-18	American Colonies
9/21-25	American Revolution
9/28-10/2	Early American self-government
10/5-10/9	A New Nation/ A Growing Concern
10/12-10/16	War of 1812/ Texas
10/19-10/23	Slavery and Sectionalism
10/26-10/30	Tension in America and Westward Expansion
11/2-11/6	The Civil War
11/14-11/18	The Civil War
11/21-11/25	Thanksgiving Break
11/28-12/4	Reconstruction
12/7-12/11	Final Exam



Course # HIST1301 10H1
Course Title: United States History I
Fall Subterm A 2026

Instructor: Ken Hanushek
Office: FCG A104F
Phone: (903) 782-0767
Email: khanushek@parisjc.edu

Meeting Location: FGC145A
Meeting Days: TR
Meeting Time: 11:00-12:15

Office Hours: MTWR 8:30-10:30; 1:30-2:30; other times by appointment

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Credits: SCH = 3 lecture hours per week

TSI Requirement = College-level reading required

Required Textbook(s) and Materials:

The openstax textbook, [U. S. History](#), is *available at no cost* to students and is available on the “Start” page in Blackboard. In addition, corresponding textbook chapters are linked to the reading assignments throughout the course. *Students have no need to seek a free trial period for the textbook.* ISBN 978-1-947172-08-1

Computer Requirement: In addition to the required text, students must have internet access and regular access to a computer capable of supporting Blackboard Learn, the Respondus LockDown Browser (webcam monitoring), and common computer applications (e.g., Microsoft Word and PowerPoint). Phones and tablets may not be compatible with Blackboard and should not be used to access course material.

Course Goals and Objectives:

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture reflect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives

Students successfully completing this course will demonstrate competency in the following Core Objectives:

- Critical Thinking Skills- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills- to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- Personal Responsibility- to include the ability to connect choices, actions, and consequences to ethical decision-making.
- Social Responsibility- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

History Student Learner Outcomes

Upon successful completion of this course students will:

- Create an argument through the use of historical evidence.
- Analyze and interpret primary and secondary sources.
- Identify key events, geographies, concepts, and people in this period of United States history.

NOTE: IF YOU SEE SOMETHING PECULIAR, ODD, OR INCOMPREHENSIBLE (ASIDE FROM ME), FEEL FREE TO LET ME KNOW. IN ALL LIKELIHOOD, THERE WILL BE MODIFICATIONS TO THIS SCHEDULE AND TO THIS COURSE.

Course Requirements and Evaluation:

<u>Course Components</u>		<u>Grading Scheme</u>	
Components	Percentage	Letter Grade	Percentages
Examinations	400 pts = 40%	A	900-999 pts = 90-100%
Class Activities	100 pts = 10%	B	800-899 pts = 80-89%
Writing Assignment	300 pts = 30%	C	700-799 pts = 70-79%
Personal Accountability	100 pts = 10%	D	600-699 pts = 60-69%
Outcome Quizzes	100 pts = 10%	F	Below 600 pts = Below 60%
TOTAL	100%		

Exams

This course offers two exams, the midterm and the final, worth 200 points each. Both generally consist of 50 objective questions, but short answer and essays are sometimes included. You will be advised of the structure of each exam prior to its administration. The midterm covers Weeks 1-4; the final covers Weeks 5-8.

Class Activities

Four class activities are planned throughout the term; each is worth up to 25 points. These activities come in all shapes and sizes. Some will be group efforts, and some will be individual work. Some will be written, and some will be oral. Some will be during class, and some might be outside of class. You will be given the information and materials needed for each activity when the activity begins.

Writing Assignment

You will prepare a 300-point analysis paper for this course. The topic deals with specific historical events and includes the use of primary and secondary sources. Specific instructions will be available during Week 2.

Personal Accountability

With this being a hybrid course, more than ever, success in the course depends upon the nature of the student. As your instructor, I can guide you through the course and provide all the help I can give. But students' time management, sense of responsibility, dependability, and accountability are critical aspects needed for success. You start the course with 100 accountability points. They are yours to keep or lose.

Outcome Quizzes

The three outcome quizzes, worth a total of 100 points, measure students' mastery of the history student learning outcomes. They will be available towards the end of the term and will allow students to demonstrate what they learned throughout the course.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD), August 31, 2026. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

- **Requirement to submit coursework by the due date:** You should interpret an established due date as the final opportunity for submitting corresponding coursework. Demonstrating personal responsibility is a core objective of this course, and this policy will be strictly enforced to achieve it. **You are required to complete all assignments by the due date**, and coursework not submitted by the due date will likely receive zero points. Your instructor does not accept late coursework for any reason beyond those specified by Paris Junior College policy or state and federal law. Unacceptable excuses for failure to submit assignments by the due date include technical difficulties and personal emergencies that occur near assignment due dates
- **Requirement to submit coursework through Blackboard:** All coursework must be submitted through the college's online learning management system, Blackboard, unless instructed otherwise through official course communications. The instructor will not accept assignments submitted through email without prior approval.
- **Collaboration and Collusion:** Students are encouraged to collaborate in learning with other students but are strictly prohibited from colluding with others in completing assignments. Collaboration occurs when students share ideas, strategies, and understandings through discussion or study activities. Collusion occurs when students work with others to complete quizzes, tests, or other assignments, with the knowledge that the coursework will be submitted for course credit. Among other deceitful practices outlined in the Student Handbook, collusion is a form of academic dishonesty that will be reported.
- **Student/Instructor Communications:** All students must regularly check for course communications within Dragonmail, course messages, text messages, and course announcements. You should feel comfortable contacting the Instructor with any questions or concerns that arise. The following guidelines have been established to facilitate communication efficiently. Outside of face-to-

face conversation, email or Blackboard course messages are the preferred mode of student/instructor communication. After sending electronic communications to the instructor, students should expect a response within 24 hours or the next business day. If you contact the instructor by email, you must use your Dragonmail account or Blackboard to send and receive communications. You should identify yourself using your full name (as listed in the course) and **by identifying the course and section for which you are enrolled.** Be as detailed as possible when describing your questions, and be sure that your question is not due to a lack of reading the course syllabus or assignment instructions.

- **Important Notifications:** Students must check course announcements regularly, as this method of communication will be used to dispense any important course notifications, including alterations to this course. Most importantly, Blackboard requires additional requirements communicated through course messages or other official correspondence for amendments to this syllabus. Receipt of notifications by course announcement is assumed.
- **Miscellaneous:** Please don't sleep in my class. If you are so tired that you can't stay awake, excuse yourself from the class.

Remember that class time is history time, not the time for homework for other classes, reading books, or using your phone or computer for anything other than history class.

No headphones, AirPods, or iPods, please.

Refrain, to the best of your ability, from leaving the classroom until the class is dismissed. Make your phone calls, send texts, and use the restroom before or after class.

Class Attendance:

Class attendance is critical for the successful completion of this course. If you arrive late for class, see me after class so that I can mark you present. *For online courses, students must complete work promptly and follow due dates.* The student must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is Thursday, October 1, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. by the time class begins. No obscene/vulgar language will be permitted in the classroom. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, **others will immediately receive a score of zero on the exam/assignment involved, or collusion.** Depending on the nature and severity of the situation, the instructor may

impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Social Science Department Artificial Intelligence Statement:

Ethical Considerations and Consequences for Misuse

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Approval Process

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- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
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Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

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You can return to your normal activities when, for at least 24 hours, both are true:

- Your symptoms are getting better overall, and
- You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be informed of the change via Blackboard and student email.

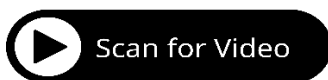
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



COURSE SCHEDULE

NOTE: ON NON-ATTENDANCE DAYS, YOU SHOULD READ THE DESIGNATED CHAPTER IN PREPARATION FOR CLASS DISCUSSION DURING THE FOLLOWING IN-CLASS LESSON.

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>
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SYLLABUS QUIZ IS DUE IMMEDIATELY!

1 08/24/08-30	Course Introduction Topics: The World Prior to 1492, Early Globalization The Atlantic World	Read Chpt 2,3
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Class Activity 1: Prove that the Earth is round

(Have you completed your syllabus quiz yet?)

2 08/31-09/06	Topics: Creating New Social Order, The British Empire Class Activity 2: Wicked!	Read Chpt 4,5
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View this video:

<https://www.youtube.com/watch?v=xJTgMV57HOc>

Receive Writing Assignment instructions and start the assignment

3 09/07-09/13	Topics: Imperial Reform/Colonial Protests, The American Revolution	Read Chpt 6,7,8
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Class Activity 3: What would you have done if...?

Bring Dec of Ind to next class



4 Topic: Creating a Republican Government Read Chpt 8
View videos
<https://www.youtube.com/watch?v=90rQffKik5M>
09/14-09/20 <https://www.youtube.com/watch?v=ZIDcLU4wm3I>

Exam 1: Midterm (Chapters 2-7)

09/17 Exam 1



5 Topics: Growing Pains/the New Republic
Jacksonian Democracy Read Chpt 10,11
Writing Assignment due
09/21
09/21-09/27
Class Activity 4: Who wants a job?

6 Westward Expansion' Troubled Times,1850s
09/28-10/04 Read Chpt 14,15

7 The Civil War /Reconstruction Read Chpt 16
10/05-10/11



Prepare for Final Exam

8 **Exam 2: Final** (Chapters 8,10,11,14,15,16)

Exams	Description	Available	Date
Exam 1	Midterm - Objective Exam		09/17
Exam 2	Final - Objective Exam		10/15



HIST1301 20E0
US HISTORY I
Subterm Fall A 2026

Instructor:	Ken Hanushek	Meeting Location:	Online
Office:	FGC A104F	Meeting Days:	Online
Phone:	(903) 782-0767	Meeting Times:	Online
Email:	khanushek@parisjc.edu		
Office Hours:	MWTR 8:30-10:30; 1:30-2:30; other times by appointment		

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Credits: SCH = 3 lecture hours per week. TSI Requirement = College-level reading required

Required Textbook(s) and Materials:

The openstax textbook, U. S. History, is *available at no cost* to students and is available on the “Start” page in Blackboard. In addition, corresponding textbook chapters are linked to the reading assignments throughout the course. Students have no need to seek a free trial of the textbook. ISBN 978-1-947172-08-1

Computer Requirement: In addition to the required text, students must have access to the internet and regular access to a computer capable of supporting Blackboard Ultra, the Respondus LockDown Browser, and common computer applications (e.g., Microsoft Word and PowerPoint). Phones and tablets may not be compatible with Blackboard and should not be used to access course material.

Core Objectives and Student Learning Outcomes:

Interpreting Objectives and Planning for Success: The Texas Higher Education Coordinating Board established the core objectives and learning outcomes of this course as requirements of the Texas Core Curriculum. Competent demonstration of outcomes and objectives should be understood as minimum performance requirements. Students committed to success will complete all learning activities, assignments, pretests, posttests, and exams on time to produce acceptable evidence that objectives and outcomes have been met or exceeded.

Core Objectives:

Students completing this course will demonstrate competency in the following Core Objectives:

- 1) Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
- 2) Communication Skills—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- 3) Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- 4) Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

History Student Learning Outcomes:

Upon successful completion of this course, students will

- Create an argument through the use of historical evidence.
- Analyze and interpret primary and secondary sources.
- Identify key events, geographies, concepts, and people in this period of United States history.

Course Schedule:

Available	Modules & Learning Activities	Assignments	Due Date
08/24	Syllabus Reading (Complete Immediately)	Syllabus Quiz	08/28
08/24	Module 1 Topic: Early America, Exploration, and Colonization - Readings: Chapters 1.1, 2,3,4	Discussion 1 Quiz – Module 1	09/04 09/06
08/24	Module 2 Topic: Road to Revolution, American Independence, and the Republican Experiment (Constitution) - Readings: Chapters 5,6,7 Videos: https://www.youtube.com/watch?v=90rQffKik5M https://www.youtube.com/watch?v=ZIDcLU4wm3I	Discussion 2 Quiz– Module 2	09/13 09/15
09/17	Module 3 Topic: Growing Pains, Jacksonian Democracy, Westward Expansion, Idealism and Reform - Readings: Chapters 8,10,11	Discussion 3 Quiz – Module 3	09/25 09/27
09/17	Module 4 Topic: Sectionalism, Civil War, and Reconstruction - Readings: Chapters 14,15,16	Discussion 4 Quiz – Module 4	10/04 10/06
	NOTE: THE LAST DAY THAT I WILL ACCEPT PERMISSIBLE MAKE-UP WORK IS 10/09 OR THE DAY YOU TAKE THE FINAL, WHICHEVER IS EARLIER.		

Exams	Description	Available	Due Date
Exam 1	Midterm - Objective Exam	09/10	09/16
Exam 2	Final - Objective Exam	10/07	10/13

Course Requirements and Evaluation:

General Course Design: This course is organized into four modules consisting of the following assignments: a syllabus quiz, readings and lessons, online class discussions, module quizzes, (1 per learning module), and two exams. Each assignment provides opportunities to accumulate points. Collectively, course assignments provide an opportunity to accumulate up to 1000 points.

Specific topics for lessons are included in the course schedule..

- **Important first requirement for remaining in this course: Syllabus quiz** Before moving into any learning material, *you must study this syllabus and complete the syllabus quiz*, which is worth 5 points. First, obtain a full understanding of the course and its requirements. After doing so, complete the syllabus quiz immediately to demonstrate and acknowledge an understanding of course requirements. The syllabus quiz is located in the “Syllabus Quiz” link on the Start page.
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You can return to your normal activities when, for at least 24 hours, both are true:

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

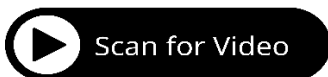
This syllabus is subject to change at any time. When changes are made, students will be informed of the change via Blackboard and student email.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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HIST1301 20E1
US HISTORY I
Subterm Fall A 2026

Instructor:	Ken Hanushek	Meeting Location:	Online
Office:	FGC A104F	Meeting Days:	Online
Phone:	(903) 782-0767	Meeting Times:	Online
Email:	khanushek@parisjc.edu		
Office Hours:	MWTR 8:30-10:30; 1:30-2:30; other times by appointment		

Course Description:

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Credits: SCH = 3 lecture hours per week. TSI Requirement = College-level reading required

Required Textbook(s) and Materials:

The openstax textbook, U. S. History, is *available at no cost* to students and is available on the “Start” page in Blackboard. In addition, corresponding textbook chapters are linked to the reading assignments throughout the course. Students have no need to seek a free trial of the textbook. ISBN 978-1-947172-08-1

Computer Requirement: In addition to the required text, students must have access to the internet and regular access to a computer capable of supporting Blackboard Ultra, the Respondus LockDown Browser, and common computer applications (e.g., Microsoft Word and PowerPoint). Phones and tablets may not be compatible with Blackboard and should not be used to access course material.

Core Objectives and Student Learning Outcomes:

Interpreting Objectives and Planning for Success: The Texas Higher Education Coordinating Board established the core objectives and learning outcomes of this course as requirements of the Texas Core Curriculum. Competent demonstration of outcomes and objectives should be understood as minimum performance requirements. Students committed to success will complete all learning activities, assignments, pretests, posttests, and exams on time to produce acceptable evidence that objectives and outcomes have been met or exceeded.

Core Objectives:

Students completing this course will demonstrate competency in the following Core Objectives:

- 1) Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
- 2) Communication Skills—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- 3) Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- 4) Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

History Student Learning Outcomes:

Upon successful completion of this course, students will

- Create an argument through the use of historical evidence.
- Analyze and interpret primary and secondary sources.
- Identify key events, geographies, concepts, and people in this period of United States history.

Course Schedule:

Available	Modules & Learning Activities	Assignments	Due Date
08/24	Syllabus Reading (Complete Immediately)	Syllabus Quiz	08/28
08/24	Module 1 Topic: Early America, Exploration, and Colonization - Readings: Chapters 1.1, 2,3,4	Discussion 1 Quiz – Module 1	09/04 09/06
08/24	Module 2 Topic: Road to Revolution, American Independence, and the Republican Experiment (Constitution) - Readings: Chapters 5,6,7 Videos: https://www.youtube.com/watch?v=90rQffKik5M https://www.youtube.com/watch?v=ZIDcLU4wm3I	Discussion 2 Quiz– Module 2	09/13 09/15
09/17	Module 3 Topic: Growing Pains, Jacksonian Democracy, Westward Expansion, Idealism and Reform - Readings: Chapters 8,10,11	Discussion 3 Quiz – Module 3	09/25 09/27
09/17	Module 4 Topic: Sectionalism, Civil War, and Reconstruction - Readings: Chapters 14,15,16	Discussion 4 Quiz – Module 4	10/04 10/06
	NOTE: THE LAST DAY THAT I WILL ACCEPT PERMISSIBLE MAKE-UP WORK IS 10/09 OR THE DAY YOU TAKE THE FINAL, WHICHEVER IS EARLIER.		

Exams	Description	Available	Due Date
Exam 1	Midterm - Objective Exam	09/10	09/16
Exam 2	Final - Objective Exam	10/07	10/13

Course Requirements and Evaluation:

General Course Design: This course is organized into four modules consisting of the following assignments: a syllabus quiz, readings and lessons, online class discussions, module quizzes, (1 per learning module), and two exams. Each assignment provides opportunities to accumulate points. Collectively, course assignments provide an opportunity to accumulate up to 1000 points.

Specific topics for lessons are included in the course schedule..

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HITT1305.20E0
Medical Terminology
Fall 2026 A

Instructor: Jennifer Washington	Meeting Location: online
Office:	Meeting Days: -
Phone: 903.782.0731	Meeting Times: -
Email: jwashington@parisjc.edu	
Office Hours: Monday-Thursday 10:00-11:00 2:00-3:00 – Paris Campus Fridays 9:30-11:30 <i>virtual</i>	

Course Description:

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

*Provided via DragonNow – No additional purchase necessary
McGraw Hill Connect*

Course Goals and Objectives:

Recognize and know the meaning of common medical terms and the ability to use medical research/resource materials to apply medical terminology in appropriate contexts when completing allied health documentation, medical transcription reports, or medical billing information.

Course Requirements and Evaluation:

Students are expected to follow the due dates ON THE SYLLABUS, not based on blackboard alone. The mandatory first post/Syllabus Quiz is due 06/12 or you will be dropped for non-participation.

Students should read Announcements carefully, as the instructor will use this option to communicate with the class on schedule changes and various other issues.

The best way to reach your instructor is via email listed at the top of the syllabus.

Students should ensure they have access to a laptop or desktop call 903-782-1496 Help Desk if questions of compatibility.

If you are an adult learner, you may qualify for additional services from Adult Education and Literacy (AEL). Email ssanchez@parisjc.edu for more info.

Required Activity:

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not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Late work is accepted up until the last week of class.

No work is accepted after 10/14/26 midnight.

Email/Text is the quickest way to reach your instructor.

Please allow 24-48 hours for responses.

No work is accepted via email. All submissions must come through blackboard unless otherwise indicated.

Changes to the syllabus/assignments/schedule are at the discretion of the instructor.

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Complaint Procedures:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Blackboard Announcements

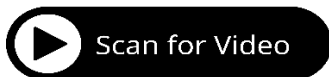
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
08/24	Intro/Body Orientation	Ch 1 Ch 4 SmartBook, Test
08/31	Prefix/Suffix	Ch 2/3 SmartBook , Test
09/07	Integ/Musc	Ch5/6 SmartBook, Test
09/14	Nervous/Endocrine	Ch 7/9 SmartBook, Test
09/21	Blood/Cardiovascular	Ch 10/11 SmartBook, Test
09/28	Resp/Digestive	Ch 12/14 SmartBook, Test
10/05	Urinary,Male,Female	Ch 15, 16, 17 SmartBook, Test
10/12	Final	Final Exam – all due 10/14

HITT1305.20E1
Medical Terminology
Fall 2026 A

Instructor: Jennifer Washington	Meeting Location: online
Office:	Meeting Days: -
Phone: 903.782.0731	Meeting Times: -
Email: jwashington@parisjc.edu	
Office Hours: Monday-Thursday 10:00-11:00 2:00-3:00 – Paris Campus Fridays 9:30-11:30 <i>virtual</i>	

Course Description:

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

*Provided via DragonNow – No additional purchase necessary
McGraw Hill Connect*

Course Goals and Objectives:

Recognize and know the meaning of common medical terms and the ability to use medical research/resource materials to apply medical terminology in appropriate contexts when completing allied health documentation, medical transcription reports, or medical billing information.

Course Requirements and Evaluation:

Students are expected to follow the due dates ON THE SYLLABUS, not based on blackboard alone. The mandatory first post/Syllabus Quiz is due 06/12 or you will be dropped for non-participation.

Students should read Announcements carefully, as the instructor will use this option to communicate with the class on schedule changes and various other issues.

The best way to reach your instructor is via email listed at the top of the syllabus.

Students should ensure they have access to a laptop or desktop call 903-782-1496 Help Desk if questions of compatibility.

If you are an adult learner, you may qualify for additional services from Adult Education and Literacy (AEL). Email ssanchez@parisjc.edu for more info.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (**08/31/2026**). Completion of this assignment serves as verification of course participation. Students who do

not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Late work is accepted up until the last week of class.

No work is accepted after 10/14/26 midnight.

Email/Text is the quickest way to reach your instructor.

Please allow 24-48 hours for responses.

No work is accepted via email. All submissions must come through blackboard unless otherwise indicated.

Changes to the syllabus/assignments/schedule are at the discretion of the instructor.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be *initiated by the student*. The last day for a student to withdraw from a course with a grade of "W" is **10/01/2026**.

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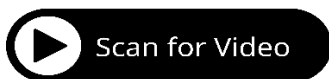
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
08/24	Intro/Body Orientation	Ch 1 Ch 4 SmartBook, Test
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09/21	Blood/Cardiovascular	Ch 10/11 SmartBook, Test
09/28	Resp/Digestive	Ch 12/14 SmartBook, Test
10/05	Urinary,Male,Female	Ch 15, 16, 17 SmartBook, Test
10/12	Final	Final Exam – all due 10/14

**HITT1342.20F0
Ambulatory Coding
Fall 2026 B**

Instructor: Jennifer Washington Office: A153 Phone: 903.782.0731 Email: jwashington@parisjc.edu Office Hours: Monday-Thursday 10:00-11:00 2:00-3:00 – Paris Campus Fridays 9:30-11:30 <i>virtual</i>	Meeting Location: online Meeting Days: - Meeting Times: -
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Course Description:

Fundamentals of ambulatory coding rules, conventions, and guidelines
This course requires concurrent enrollment in HITT 1442 or HITT1342

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

*Provided via DragonNow – No additional purchase necessary
McGrawHill Connect*

Course Goals and Objectives:

HITT 1342 is designed to prepare the student to enter the health information environment with entry-level Ambulatory knowledge of coding. Using established guidelines, the student will be able to accurately assign CPT/HCPSC Level 2 codes for procedures based on the clinical documentation

Course Requirements and Evaluation:

Grades will be weighted as follows

*SmartBook(s) 10%
Practice 20%
Homework 40%
Module Quiz 15%
Final 15%*

If you are an adult learner, you may qualify for additional services from Adult Education and Literacy (AEL). Email ssanchez@parisjc.edu for more info.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (**08/30/2026**). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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No work is accepted after 10/14/26 midnight.

Email/Text is the quickest way to reach your instructor.

Please allow 24-48 hours for responses.

No work is accepted via email. All submissions must come through blackboard unless otherwise indicated.

Changes to the syllabus/assignments/schedule are at the discretion of the instructor.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be *initiated by the student*. The last day for a student to withdraw from a course with a grade of "W" is **10/01/2026**.

Class Conduct:

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Complaint Procedures:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

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Syllabus Subject to Change

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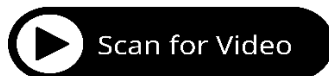
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
08/24	Intro/ Abstraction 1.3 1.4 2.5-2.7	SB, Homework, Practice, Quiz
08/31	Intro to CPT/Modifiers 22,23	SB, Homework, Practice, Quiz
09/07	HCPCS Level 2 31	SB, Homework, Practice, Quiz
09/14	Evaluation & Management 24	SB, Homework, Practice, Quiz
09/21	Surgery 1 26.1-26.7	SB, Homework, Practice, Quiz
09/28	Surgery 2 26.8-26.15	SB, Homework, Practice, Quiz
10/05	Anesthesia/Radiology 25,27	SB, Homework, Practice, Quiz
10/12	Medicine/Path 28,29	No final exam; SB, HW, Practice, Quiz

HITT1345.20E0
Health Care Delivery Systems
Fall 2026 A

Instructor: Jennifer Washington Office: Phone: 903.782.0731 Email: jwashington@parisjc.edu Office Hours: Monday-Thursday 10:00-11:00 2:00-3:00 – Paris Campus Fridays 9:30-11:30 <i>virtual</i>	Meeting Location: online Meeting Days: - Meeting Times: -
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Course Description:

Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Provided via DragonNow – No additional purchase necessary
Health Information Management: An Applied Approach (ebook in blackboard)

Course Goals and Objectives:

Upon completion of the course the student will be able to: Compute routine institutional statistics; analyze and interpret health care data; identify medical office systems and administrative procedures.

Course Requirements and Evaluation:

Grades will be weighted as follows

Assignments – 30%

Discussion Board – 30%

Chapter Tests - 20%

Final Exam – 20%

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Required Activity:

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Course Policies:

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Please allow 24-48 hours for responses.

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Changes to the syllabus/assignments/schedule are at the discretion of the instructor.

Class Attendance:

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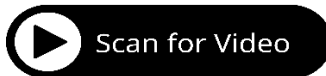
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
08/24	Ch 2/8	Discussion Board, Cornell Notes, Test
08/31	Ch 9/10	Discussion Board, Cornell Notes, Test, HIPAA Assignment, Visual Report
09/07	Ch 11/12	Cornell Notes, Test
09/14	Ch 14	Cornell Notes, Test
09/21	Ch 16	Discussion Board, Cornell Notes, Test
09/28	Ch 18	Cornell Notes, Test
10/05	Ch 19	Cornell Notes, Test; Extra Credit Ch 21
10/12	Final	Final Exam – all due 10/14

HITT1441.20E0
Coding & Classification Systems
Fall 2026 A

Instructor: Jennifer Washington	Meeting Location: online
Office: A153	Meeting Days: -
Phone: 903.782.0731	Meeting Times: -
Email: jwashington@parisjc.edu	
Office Hours: Monday-Thursday 10:00-11:00 2:00-3:00 – Paris Campus Fridays 9:30-11:30 <i>virtual</i>	

Course Description:

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. This course requires concurrent enrollment in HITT 1442 or HITT1342

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

*Provided via DragonNow – No additional purchase necessary
McGrawHill Connect*

Course Goals and Objectives:

HITT 1441 is designed to prepare the student to enter the health information environment with entry-level inpatient coding knowledge. Using established guidelines, the student will be able to accurately assign ICD-10- CM/PCS codes for diagnoses and procedures based on the clinical documentation

Course Requirements and Evaluation:

Grades will be weighted as follows

*SmartBook(s) 20%
Practice 10%
Homework 40%
Module Quiz 15%
Final 15%*

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Blackboard Announcements

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
08/24	Intro/Abstraction/ICD-10	SB, Homework, Practice, Quiz
08/31	Infectious Dz/Cancer	SB, Homework, Practice, Quiz
09/07	Blood-Mental	SB, Homework, Practice, Quiz
09/14	MS/Poisoning/Injury	SB, Homework, Practice, Quiz
09/21	OB/Gen/Peds/ Z Codes	SB, Homework, Practice, Quiz
09/28	PCS/Med-Surg	SB, Homework, Practice, Quiz
10/05	Imaging/Rehab/NewTech	SB, Homework, Practice, Quiz
10/12	Inpatient Capstone	Final Exam due 10/14 midnight

HITT2335.20E0
Coding & Reimbursement Methodologies
Fall 2026 A

Instructor: Jennifer Washington	Meeting Location: online
Office: A153	Meeting Days: -
Phone: 903.782.0731	Meeting Times: -
Email: jwashington@parisjc.edu	
Office Hours: Monday-Thursday 10:00-11:00 2:00-3:00 – Paris Campus Fridays 9:30-11:30 <i>virtual</i>	

Course Description:

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

*Provided via DragonNow – No additional purchase necessary
Bring your coding manuals from last semester*

Course Goals and Objectives:

Upon completing the course, the student will have accomplished the following course outcomes:

Validate reimbursement classification system assignments. c5, c6, f7, f8

Identify and utilize the tools in coding and billing as they relate to reimbursement. c5, f1, f7, f8, f9

Course Requirements and Evaluation:

This is a capstone course that improves upon the skills developed in previous coding courses and prepares students to sit for the CCA Exam at the conclusion of this course.

Grading Breakdown:

Domain Activities: 40%

Coding Exercises/VLAB (w/ and w/o CAC)- 30%

CCA Practice 1: 10%

CCA Practice 2: 10%

Final CCA Exam: 20%

If you are an adult learner, you may qualify for additional services from Adult Education and Literacy (AEL). Email ssanchez@parisjc.edu for more info.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (**08/30/2026**).

Completion of this assignment serves as verification of course participation. Students who do

not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

You will be sitting for your official CCA exam as part of this course. It is in your best interest to participate fully in the reading, flashcards, and activities provided in Cengage. Coding is only 1 domain (albeit the largest), you need to be comfortable in all 6 domains.

Course Policies:

Late work is accepted up until the last week of class.

No work is accepted after 10/14/26 midnight.

Email/Text is the quickest way to reach your instructor.

Please allow 24-48 hours for responses.

No work is accepted via email. All submissions must come through blackboard unless otherwise indicated.

Changes to the syllabus/assignments/schedule are at the discretion of the instructor.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be *initiated by the student*. The last day for a student to withdraw from a course with a grade of "W" is **10/01/2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Health Information Technology students who violate the AHIMA code of ethics will be referred to the Dean of Business and Industry and may be suspended or expelled from the program.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, **students must cite** any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

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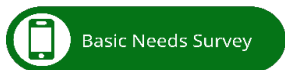
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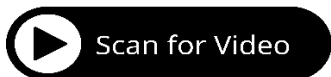
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
08/24	Coding Refresher/CCA Prep	Orientation, A&P, Coding Refresh
08/31	Clinical Classification Systems	Cengage Domain 1 Part1-4
09/07	Reimbursement & Records Data	Cengage Domain 2 and Domain 3
09/14	Compliance, IT, Privacy	Cengage Domain 4, 5, 6, Setup VLAB
09/21	Coding+ Mock CCA	Coding in Connect, VLAB, MOCK CCA 1

09/28	Study Plan, VLAB	Cengage Study Plan, VLab, Schedule CCA
10/05	Mock CCA 2	Ch 37-38
10/12	Final CCA	Final Exam – all due 10/14

MUSI 1306.25D0
Music Appreciation
Fall 2026 16 Weeks

Instructor:	Dr. Chad Houk	Meeting Location:	Online
Office:	Music Bldg., Rm. 108	Meeting Days:	Online
Phone:	(903) 782-0342	Meeting Times:	Online
Email:	chouk@parisjc.edu		
Office Hours:	M/T/W/Th 1:00-3:00 pm, T/Th 11:00 am-12:00 pm, and by appointment		

Course Description:

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.)

Required Textbook(s) and Materials:

A History and Appreciation of Western Music by Dr. Michael J. Holderer. This is a **free** online textbook. It is available as a PDF through Blackboard.

Program Learning Outcomes:

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression—Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts
2. Critical & Creative Thinking—Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning
3. Humanities & Cultural Literacy—Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society
4. Information Literacy—Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making
5. Personal & Civic Responsibility—Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Identify musical works and elements in a variety of styles
2. Analyze the elements and structures of music using appropriate terminology
3. Critically evaluate the influence of social, political, technological, and/or cultural ideas on music
4. Articulate the significance of music as an art form within historical, cultural and social contexts

Course Requirements and Evaluation:

Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Mid-Term Exam	200 points

Exam 4	100 points
Exam 5	100 points
Concert Report 1	50 points
Concert Report 2	50 points
<u>Final Exam</u>	<u>200 points</u>
TOTAL	1000 points

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of “W” is November 12.**

Late Work Policy:

In order to keep up in this course, and so that your work may be graded in a timely manner, it is essential that you turn assignments in on time. Therefore, while a grace period of 24 hours may be offered for daily homework assignments with no penalty, exams and concert reports will not be accepted for credit after their due dates without prior authorization of the instructor.

Technology Policy:

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Although extraneous use of technology should be avoided, students still need to make sure that their devices and online accounts are working properly. To this end, they will want to work through the PJC IT checklist during the first week of school: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

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Complaint Procedures:

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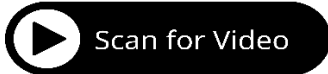
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Course Schedule:

	<u>TOPICS</u>	<u>READING</u>	<u>ASSIGNMENTS</u>
Week 1 8/24-8/28	Music Basics	Ch. 1, pp. 3-19	Syllabus Quiz (due 8/30)
Week 2 8/31-9/4	Music Basics (Cont'd)	Ch. 1, pp. 19-32	Exam 1 (due 9/4)
Weeks 3-4 9/8-9/18	Ancient/Medieval Music; The Early Renaissance	Ch. 2 Ch. 3, pp. 52-58	
Week 5 9/21-9/25	The Renaissance (Cont'd)	Ch. 3, pp. 58-65	Exam 2 (due 9/25)
Weeks 6-7 9/28-10/9	Baroque Music	Ch. 4	Exam 3 (due 10/9) Mid-Term Exam (due 10/14)
Weeks 8-9 10/12-10/23	The Classical Era	Ch. 5	Exam 4 (due 10/23)
Weeks 10-11 10/26-11/6	German Romanticism	Ch. 6, pp. 108-132	
Weeks 12-13 11/9-11/20	Romanticism (Cont'd)	Ch. 6, pp. 132-162	Concert Report (due 11/19) Exam 5 (due 11/20)
Weeks 14-15 11/23-12/4	20th Century and Beyond	Ch. 7	Concert Report 2 (due 12/3)
Week 16 12/7-12/10			Final Exam (due 12/9)

MUSI 1306.20E0
Music Appreciation
Fall 2026 First 8 Weeks

Instructor:	Dr. Chad Houk	Meeting Location:	Online
Office:	Music Bldg., Rm. 108	Meeting Days:	Online
Phone:	(903) 782-0342	Meeting Times:	Online
Email:	chouk@parisjc.edu		
Office Hours:	M/T/W/Th 1:00-3:00 pm, T/Th 11:00 am-12:00 pm, and by appointment		

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Course Requirements and Evaluation:

Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Mid-Term Exam	200 points

Exam 4	100 points
Exam 5	100 points
Concert Report 1	50 points
Concert Report 2	50 points
<u>Final Exam</u>	<u>200 points</u>
TOTAL	1000 points

Class Attendance:

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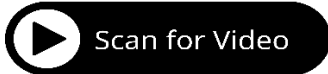
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Week 3 9/8-9/11	Baroque Music	Ch. 4	Exam 3 (due 9/14)
Week 4 9/14-9/18	The Classical Era	Ch. 5	Mid-Term Exam (due 9/16)
Week 5 9/21-9/25	Romanticism	Ch. 6, pp. 108-132	Exam 4 (due 9/24)
Week 6 9/28-10/2	Romanticism (Cont'd)	Ch. 6, pp. 132-162	Concert Report 1 (due 10/1) Exam 5 (due 10/5)
Week 7 10/5-10/9	20th Century and Beyond	Ch. 7, pp. 163-178	Concert Report 2 (due 10/8)
Week 8 10/12-10/16	20th Century and Beyond (Cont'd)	Ch. 7, pp. 178-191	Final Exam (due 10/14)

MUSI 1306.200
Music Appreciation
Fall 2026 First 8 Weeks

Instructor:	Dr. Chad Houk	Meeting Location:	Online
Office:	Music Bldg., Rm. 108	Meeting Days:	Online
Phone:	(903) 782-0342	Meeting Times:	Online
Email:	chouk@parisjc.edu		
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Course Description:

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Course Requirements and Evaluation:

Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Mid-Term Exam	200 points

Exam 4	100 points
Exam 5	100 points
Concert Report 1	50 points
Concert Report 2	50 points
<u>Final Exam</u>	<u>200 points</u>
TOTAL	1000 points

Class Attendance:

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Technology Policy:

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Although extraneous use of technology should be avoided, students still need to make sure that their devices and online accounts are working properly. To this end, they will want to work through the PJC IT checklist during the first week of school: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

Class Conduct:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

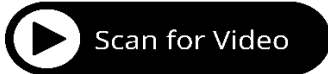
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Course Schedule:

	<u>TOPICS</u>	<u>READING</u>	<u>ASSIGNMENTS</u>
Week 1 8/24-8/28	Music Basics	Ch. 1	Syllabus Quiz and Exam 1 (both due 8/31)
Week 2 8/31-9/4	Ancient/Medieval Music; The Renaissance	Chs. 2-3	Exam 2 (due 9/7)
Week 3 9/8-9/11	Baroque Music	Ch. 4	Exam 3 (due 9/14)
Week 4 9/14-9/18	The Classical Era	Ch. 5	Mid-Term Exam (due 9/16)
Week 5 9/21-9/25	Romanticism	Ch. 6, pp. 108-132	Exam 4 (due 9/24)
Week 6 9/28-10/2	Romanticism (Cont'd)	Ch. 6, pp. 132-162	Concert Report 1 (due 10/1) Exam 5 (due 10/5)
Week 7 10/5-10/9	20th Century and Beyond	Ch. 7, pp. 163-178	Concert Report 2 (due 10/8)
Week 8 10/12-10/16	20th Century and Beyond (Cont'd)	Ch. 7, pp. 178-191	Final Exam (due 10/14)

MUSI 1306.10B0
Music Appreciation
Fall 2026 First 8 Weeks

Instructor:	Dr. Chad Houk	Meeting Location:	Music Bldg., Rm. 101
Office:	Music Bldg., Rm. 108	Meeting Days:	Tuesday/Thursday
Phone:	(903) 782-0342	Meeting Times:	9:30-10:45 a.m.
Email:	chouk@parisjc.edu		
Office Hours:	M/T/W/Th 1:00-3:00 pm, T/Th 11:00 am-12:00 pm, and by appointment		

Course Description:

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.)

Required Textbook(s) and Materials:

Forney, Kristine, and Andrew Dell'Antonio. *The Enjoyment of Music: Essential Listening Edition*, 5th ed., W. W. Norton & Company, 2024.

Note: All the required course materials for your classes are being delivered through Dragon Now, the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital eBook accessed through the "My Materials" link in Blackboard. You will also receive an email directly from Kortext (no-reply@kortext.com), with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- **Fall Main & Flex 1 Term: 9/11/2026**
 - **Flex 2 Term: 10/28/2026**
- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
 - 2) Create an account using your student email account
 - 3) Select "Opt-Out" to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
 - 4) You can also opt out from the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Program Learning Outcomes:

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression—Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts

2. Critical & Creative Thinking—Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning
3. Humanities & Cultural Literacy—Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society
4. Information Literacy—Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making
5. Personal & Civic Responsibility—Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Identify musical works and elements in a variety of styles
2. Analyze the elements and structures of music using appropriate terminology
3. Critically evaluate the influence of social, political, technological, and/or cultural ideas on music
4. Articulate the significance of music as an art form within historical, cultural and social contexts

Course Requirements and Evaluation:

Concert Report 1	50 points
Concert Report 2	50 points
Attendance	100 points
Mid-Term Exam	200 points
Final Exam	200 points
<u>InQuizitive Exercises</u>	<u>400 points</u>
TOTAL	1000 points

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of “W” is October 1.**

Late Work Policy:

In order to keep up in this course, and so that your work may be graded in a timely manner, it is essential that you turn assignments in on time. Therefore, while a grace period of 24 hours may be offered for daily homework assignments with no penalty, exams and concert reports will not be accepted for credit after their due dates without prior authorization of the instructor.

Technology Policy:

The use of cell phones and computers for non-class purposes is prohibited during class time. During class, all phones should be turned off or silenced. If a cell phone needs to be used for medical reasons or for an emergency, its use needs to be cleared with the instructor before class. Laptops and tablets may be used to access course materials and complete classroom tasks; however, use of these devices for some reason not related to this class is not permitted. Unauthorized use of a cellphone, laptop, or tablet during class may result in the student receiving a failing grade for that day's attendance.

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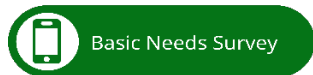
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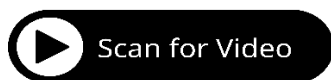
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Course Schedule:

	<u>TOPICS</u>	<u>READING</u>	<u>ASSIGNMENTS</u>
Week 1 8/25-8/27	Course Introduction; Materials of Music	Chs. 1-7	InQuizitive 1-8 Syllabus Quiz (online, due 8/30)
Week 2 9/1-9/3	Materials of Music (Cont'd); The Middle Ages	Chs. 8-15	InQuizitive 9-15
Week 3 9/8-9/10	The Renaissance; Baroque Vocal Music	Chs. 16-22	InQuizitive 16-22 Era Quiz: The Middle Ages and Renaissance
Week 4 9/15-9/17	Baroque Instrumental Music; The Classical Era	Chs. 23-30	InQuizitive 23-30 Era/Listening Quiz: The Baroque Era Mid-Term Exam (online, due 9/17)
Week 5 9/22-9/24	The Classical Era (Cont'd); Early Romanticism	Chs. 31-38	InQuizitive 31-38 Era/Listening Quiz: 18th Century Classicism
Week 6 9/29-10/1	Late Romanticism	Chs. 39-47	InQuizitive 39-47 Era/Listening Quiz: The 19th Century Concert Report 1 (online, due 10/5)
Week 7 10/6-10/8	The 20th Century and Beyond	Chs. 48-57	InQuizitive 48-57 Era/Listening Quiz: 20th Century Modernism Concert Report 2 (online, due 10/10)
Week 8 10/13-10/15	The 20th Century and Beyond (Cont'd)	Chs. 58-62	InQuizitive 58-62 Era/Listening Quiz: Mid-20th Century and Beyond Final Exam (in class, 10/15)

Course: HPRS 2301.200
Introduction to Human Disease: Pathology and
Pathophysiology Correlations 12th ed
HPRS 2301.200
Fall 2026

Instructor: Kandice Pryor, MSN, RN
Office: Online
Phone: 903-782-5281
Email: kpryor@parisjc.edu
Office Hours: online

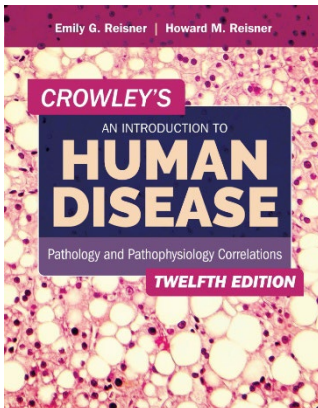
Meeting Location: Web-Based Online
Meeting Dys: August 24-December 10
Meeting Times: Online

Course Description:

This course is designed to introduce students to the concepts and vocabulary necessary to learn about human disease.

Required Textbook(s) and Materials:

Crowley's An Introduction to Human Disease-Pathology and Pathophysiology Correlations 12th Ed.-ISBN9781284303056 paperback. You will receive an email with instructions on how access Navigate eBook for Crowley's An Introduction to Human Disease: Pathology and Pathophysiology Correlations, Twelfth Edition.



Course Goals and Objectives:

Strategic Goals

1. Maintain a level of high-quality instruction.
2. Increase workforce training in program offerings and in the number of students.
3. Increase the tax base to secure the institution's future.
4. Continue to focus on and strengthen student retention and success agenda.
5. Obtain and make available current technology for administrative and student use.

Course Outcomes

Upon completion of this course, students will be equipped to:

- Understand concepts and vocabulary used to discuss human disease.
 - Distinguish environmental factors, physical, psychosocial, and cognitive characteristics of various diseases and conditions. **C5, C6, F1, F9, F11***

- Identify implications of therapeutic interventions for common diseases and conditions. **C5, C6, F1, F9, F11***
- Succeed in higher-level disease studies such as medical technology, nursing, or medical school.

*All outcomes require SCANS competencies F1-F7.

SCANS Course Competencies

The Secretary's (of the U.S. Department of Labor) Commission on Achieving Necessary Skills has identified several Competencies and Skills that are necessary for today's workforce. The following competencies and skills are included in this course:

	Resources: Identifies, organizes, plans, and allocates resources
C1	Allocates Time – Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules
C2	Allocates Money – Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
C3	Material and Facilities – Acquires, stores, allocates, and uses materials or space efficiently
C4	Human Resources – Assesses skills and distributes work accordingly, evaluates performance and provides feedback
	Information: Acquires and uses information
C5	Acquires and Evaluates Information
C6	Organizes and Maintains Information
C7	Interprets and Communicates Information
C8	Uses Computers to Process Information
	Interpersonal: Works with others
C9	Participates as Members of a Team – Contributes to group effort
C10	Teaches Others New Skills
C11	Serves Clients/Customers – Works to satisfy customer's expectations
C12	Exercises Leadership – Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
C13	Negotiates – Works toward agreements involving exchange of resources, resolves divergent interests
C14	Works with Diversity – Works well with men and women from diverse backgrounds
	Systems: Understands complex relationships
C15	Understands Systems – Knows how social, organizational, and technological systems work and operates effectively with them
C16	Monitors and Corrects Performance – Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions
C17	Improves or Designs systems – Suggest modifications to existing systems and develops new or alternative systems to improve performance
	Technology: Works with a variety of technologies
C18	Selects Technology – Chooses procedures, tools or equipment including computers and related technologies
C19	Applies Technology to Task – Understands overall intent and proper procedures for setup and operation of equipment
C20	Maintains and Troubleshoots Equipment – Prevents, identifies, or solves problems with equipment, including computers and other technologies
	Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks
F1	Reading – Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
F2	Writing – Communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
F3	Arithmetic – Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
F4	Mathematics – Approaches practical problems by choosing appropriately from a variety of mathematical techniques
F5	Listening – Receives, attends to, interprets, and responds to verbal messages and other cues
F6	Speaking – Organizes ideas and communicates orally
	Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons
F7	Creative Thinking – Generates new ideas
F8	Decision Making – Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative
F9	Problem Solving – Recognizes problems and devises and implements plan of action
F10	Seeing Things in the Mind's Eye – Organizes and processes symbols, pictures, graphs, objects, and other information
F11	Knowing How to Learn – Uses efficient learning techniques to acquire and apply new knowledge and skills
F12	Reasoning – Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem
	Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty
F13	Responsibility – Exerts a high level of effort and preserves towards goal attainment
F14	Self-Esteem – Believes in own self-worth and maintains a positive view of self

F15	Sociability – Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings
F16	Self-Management – Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
F17	Integrity/Honesty – Chooses ethical courses of action

Course Requirements and Evaluation:

Course Structure and Organization

1. Complete all coursework with a final average grade of 70% or higher.
2. Student workbook, chapter quizzes, and other material to enhance learning are located on the eBook which you will have access to
3. PowerPoint Presentations
4. Assignments, tests, and the final exam provide the grade for the course.
5. All assignments start on Monday at 0600 and end in two weeks on Sunday at 2359. Follow the schedule located in this syllabus for dates, times and content.

Grading System and Evaluations

To pass HPRS 2301, the student must achieve a final average grade of 70 or higher. The final grade will consist of:

- 6 Assignments (averaged) 40%
- 3 Tests 40%
- Comprehensive Final 20%

Grading Scale:

A - 4 grade points per credit hour

B - 3 grade points per credit hour

C - 2 grade points per credit hour

D - 1 grade point per credit hour

F - 0 grade points per credit hour

W-Withdrawal: 0 grade points per credit hour

X- Incomplete: 0 grade points per credit hour

- A=90 and above
- B=80-89
- C=70-79
- D=60-69
- F= 59 and below

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). September 8 is the due date for this assignment. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Technology Requirements

- Software: Microsoft Office -Word
- Browser: Google Chrome, Safari (Mac)
- Laptop or PC no Chrome Notebooks
- If using a Mac computer, you must have MS word installed.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the students. The last day for a student to withdraw from a course with a grade of "W" is Thursday, *November 12, 2026*.

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Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Changes to the syllabus will be posted under announcements in Blackboard.

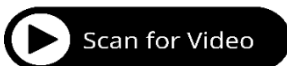
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Course Outline/Assignment and Test Due Dates-

Assignment	Chapters and Headings	Tests/Quiz- Due Dates	Assignment Due Dates
1 Chapters 1-4	Chapter 1 General Concepts of Disease: Principles of Diagnosis Chapter 2 Cells and Tissues: Their Structure and Function in Health and Disease Chapter 3 Genes and Genetic Diseases Chapter 4 Inflammation and Repair	BONUS/ ATTENDANCE QUIZ: DUE 9/8 at 11:59 PM ORD: Wed. 9/9	OPEN: Mon 8/24 at 0600 AM DUE: SUN 9/6 at 11:59 PM LABOR DAY: MONDAY 9/7
2 Chapters 5-9	Chapter 5 Immunity, Hypersensitivity, Immunodeficiency, and Autoimmune Disease Chapter 6 Neoplastic Disease Chapter 7 Pathogenic Microorganisms Chapter 8 Parasitic Diseases Chapter 9 The Cardiovascular System	TEST 1- CHAPTERS 1-9 OPEN BOOK- 100 Questions- 90-min. OPEN: MON 9/21 at 0600 AM DUE: SUN 9/27 at 11:59 PM	OPEN: MON 9/7 at 0600 AM DUE: SUN 9/20 at 11:59 PM
3 Chapters 10-14	Chapter 10 Diseases of Blood Circulation Chapter 11 Diseases of the Lymphatic System Chapter 12 Diseases of Red Blood Cells, Thrombocytes, and Hemostasis Chapter 13 The Respiratory System Chapter 14 The Breast		OPEN: MON 9/28 at 0600 AM DUE: SUN 10/11 at 11:59 PM
4 Chapters 15-18	Chapter 15 Pregnancy and Fertility Chapter 16 Congenital and Developmental Diseases Chapter 17 The Urinary	TEST 2- CHAPTERS 10-18 Open Book- 100 Questions- 90 min.	OPEN: MON 10/12 at 0600 AM DUE: SUN 10/25 6 at 11:59 PM

	System and Fluid Homeostasis Chapter 18 The Female and Male Reproductive Systems	OPEN: MON 10/19 at 0600 AM DUE: SUN 10/25 at 11:59 PM	
5 Chapters 19-21	Chapter 19 The Liver and the Biliary System Chapter 20 The Pancreas and Diabetes Militus Chapter 21 The Gastrointestinal Tract	LAST DAY TO WITHDRAW "W" Wednesday NOVEMBER 12	OPEN: MON 10/26 at 0600 AM DUE/CLOSED: SUN 11/08 at 11:59 PM
6 Chapters 22-24	Chapter 22 The Endocrine Glands Chapter 23 The Nervous System Chapter 24 The Musculoskeletal System	TEST 3- CHAPTERS 19-24 Open Book- 100 Questions 90 min. OPEN: MON 11/30 at 0600 AM DUE/CLOSED: SUN 12/6 at 11:59 PM	OPEN: MON 11/9 at 0600 AM DUE/CLOSED: SUN 11/22 at 11:59 PM Thanksgiving Holiday November 25-27
		<u>TEST RETAKES</u> Schedule with instructor Timed 90 minutes with the highest grade recorded. OPEN: MON 11/30 at 0600 AM CLOSED: FRI: 12/04 at 11:59 PM	
		FINAL EXAM- Chapters 1-24 100 Questions 90 minutes- Closed book OPEN: MON 12/7 at 0600 AM DUE: Wed. 12/9 at 11:59 PM	

HRGY1319
Basic Horology I
Fall 2026

Instructor: Garrin Frazee
Office: AS131
Phone: 903.782.0361
Email: gfrazee@parisjc.edu
Office Hours: Concurrent with class hours

Meeting Loc: AS130
Meeting Days: M–R
Meeting Times: 8:00am–4:30pm

Course Description:

Introduction to watchmaking profession and customer service concepts. Emphasis on tool preparation, component handling, metrology, and product identification.

Credits: 3.0

TSI Requirement: N/A

Prerequisite(s): See PJC Catalog

Required Textbook(s) and Materials:

ISBN/ASIN	Title	Author	Source
9782940025497Th	The Theory of Horology	Charles Reymondin	www.awci.com

Number	Description	Source
N/A	Watchmaking Toolkit	PJC Tool Room
Landau 3163	35in White Tailored Lab Coat	www.scrubsandbeyond.com
Bertech ESDFC-B	Static Dissipative Finger Cots	www.amazon.com

Course Goals and Objectives:

Identify various tools and their functions; commission workbench and tools for efficient workflow; manipulate small parts with hand tools; measure miniature components with calipers and micrometers; classify various timepieces into technological groups; and identify various styles of encasing components by style and function.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Please refer to the PJC Horology Student Handbook for course and program policies.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st for sub-term A, and November 24th for sub-term B.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

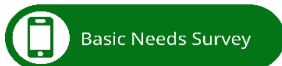
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Blackboard or approved Remind 101 Channel

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8/24	Introduction	Shop safety, campus resources, program policies, etc.
8/25	Theory	Horological history and the development of modern timekeeping.
8/25	Practical	Tool identification and nomenclature, commissioning personal tools.
8/26	Theory	Introduction to watchmaking theory; major systems in modern timekeepers, power flow in mechanical and quartz watches.
8/26	Practical	Laying out, sawing, and filing a square from brass.
9/2	Nomenclature	Timepiece identification and classification.
9/8	Practical	Screwdriver commissioning and sharpening.
10/12-10/13	Review	Final Exam Review
10/14-10/15	CUMULATIVE ASSESSMENT	FINAL EXAM
CONTINUOUS	WORK ETHIC	Attendance and classroom behavior.
CONTINUOUS	ASSIGNMENTS	Homework assignments in Blackboard course.

HRGY1320
Basic Horology II
Fall 2026

Instructor: Garrin Frazee
Office: AS131
Phone: 903.782.0361
Email: gfrazee@parisjc.edu
Office Hours: Concurrent with class hours

Meeting Loc: AS130
Meeting Days: M–R
Meeting Times: 8:00am–4:30pm

Course Description:

Introduction to watchmaking profession and customer service concepts. Emphasis on tool preparation, component handling, metrology, and product identification.

Credits: 3.0

TSI Requirement: N/A

Prerequisite(s): See PJC Catalog

Required Textbook(s) and Materials:

ISBN/ASIN	Title	Author	Source
9782940025497Th	The Theory of Horology	Charles Reymondin	www.awci.com

Number	Description	Source
N/A	Watchmaking Toolkit	PJC Tool Room
Landau 3163	35in White Tailored Lab Coat	www.scrubsandbeyond.com
Bertech ESDFC-B	Static Dissipative Finger Cots	www.amazon.com

Course Goals and Objectives:

Identify various tools and their functions; commission workbench and tools for efficient workflow; manipulate small parts with hand tools; measure miniature components with calipers and micrometers; classify various timepieces into technological groups; and identify various styles of encasing components by style and function.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD).

Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Please refer to the PJC Horology Student Handbook for course and program policies.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st for sub-term A, and November 24th for sub-term B.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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Complaint Procedures:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Blackboard or approved Remind 101 Channel

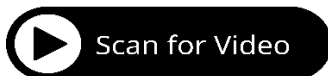
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
9/14	Theory	Watchmaking theory continued – Isochronism.
9/21	Practical	Intro to component handling, disassembly, and assembly techniques.
10/7	Practical	Continuation of component handling, disassembly, and assembly techniques.
10/12-10/13	Review	Final Exam Review
10/14-10/15	CUMULATIVE ASSESSMENT	FINAL EXAM
CONTINUOUS	WORK ETHIC	Attendance and classroom behavior.
CONTINUOUS	ASSIGNMENTS	Homework assignments in Blackboard course.

HRGY1321
Basic Horology III
Fall 2026

Instructor: Garrin Frazee Office: AS131 Phone: 903.782.0361 Faculty Option Email: gfrazee@parisjc.edu Meeting Times: Physical: 7:30am–5:00pm with class hours Online: Faculty Option Fridays 8:00am-11:30am	Meeting Loc: AS130 Meeting Days: Physical: M–R Online: Office Hours: Concurrent
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Course Description:

Continuation of Basic Horology II. Emphasis on encasing component identification and manipulation techniques; regulating principles of mechanical timepieces; and changing power cells in quartz watches.

Credits: 3.0

TSI Requirement: N/A

Prerequisite(s): See PJC Catalog

Required Textbook(s) and Materials:

ISBN/ASIN	Title	Author	Source
9782940025497	The Theory of Horology	Charles Reymondin	www.awci.com

Number	Description	Source
N/A	Watchmaking Toolkit	PJC Tool Room
Landau 3163	35in White Tailored Lab Coat	www.scrubsandbeyond.com
Bertech ESDFC-B	Static Dissipative Finger Cots	www.amazon.com

Course Goals and Objectives:

Identify service techniques for one-, two-, and three-piece cases; demonstrate opening and closing techniques for snap, screw–down and screw–on case backs; differentiate between acrylic, mineral glass, and sapphire watch crystals; identify crowns by aesthetics and function; remove and install attachments using a variety of fixing methods; use timing machine to regulate mechanical watches; and operate quartz tester to judge condition of movement and power cell.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD).

Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Please refer to the PJC Horology Student Handbook for course and program policies.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st for sub-term A, and November 24th for sub-term B.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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Complaint Procedures:

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<https://www.parisjc.edu/consumer-information/complaints.php>

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Blackboard or approved Remind 101 Channel

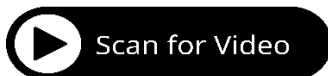
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10/19	Theory	Watchmaking theory continued; introduction to mechanical regulation theory.
10/19	Practical	Regulating mechanical watches with regulating pins.
10/21	Theory	Watchmaking theory continued; introduction to quartz testing.
10/21	Practical	Cell replacement in quartz watches.
10/26	Refinishing	Case knife commissioning; introduction to grinding, buffing, and polishing operations.
12/7-12/8	Review	Final Exam Review
12/9-12/10	CUMULATIVE ASSESSMENT	FINAL EXAM
CONTINUOUS	WORK ETHIC	Attendance and classroom behavior.
CONTINUOUS	ASSIGNMENTS	Homework assignments in Blackboard course.

HRGY1322
Basic Horology IV
Fall 2026

Instructor: Garrin Frazee
Office: AS131
Phone: 903.782.0361
Email: gfrazee@parisjc.edu
Office Hours: Concurrent with class hours
Fridays 8:00am-11:30am

Meeting Loc: AS130
Meeting Days: Physical: M–R
Online: Faculty Option
Meeting Times: Physical: 7:30am–5:00pm
Online: Faculty Option

Course Description:

Continuation of Basic Horology III. Emphasis on dismantling and reassembly of encasing components; basic refinishing techniques; fitting new movement (movement exchange); fitting new stem; waterproof testing; and delivery of finished repairs.

Credits: 3.0

TSI Requirement: N/A

Prerequisite(s): See PJC Catalog

Required Textbook(s) and Materials:

ISBN/ASIN	Title	Author	Source
9782940025497	The Theory of Horology	Charles Raymondin	www.awci.com

Number	Description	Source
N/A	Watchmaking Toolkit	PJC Tool Room
Landau 3163	35in White Tailored Lab Coat	www.scrubsandbeyond.com
Bertech ESDFC-B	Static Dissipative Finger Cots	www.amazon.com

Course Goals and Objectives:

Disassemble watch head; demonstrate operational understanding of encasing equipment by applying a variety of techniques for removing and replacing case backs, bezels, and crystals; demonstrate safe usage of polishing equipment by refinishing watch cases, bezels, case backs, and bracelets; fit a new movement to a watch; fit a new stem; compare and contrast water resistant requirements for various timepieces; and critique various methods of presentation of finished repair to client.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Please refer to the PJC Horology Student Handbook for course and program policies.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st for sub-term A, and November 24th for sub-term B.**

Class Conduct:

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Academic Honesty:

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Complaint Procedures:

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Illness Policy:

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Syllabus Subject to Change

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Blackboard or approved Remind 101 Channel

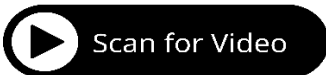
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
11/2	Practical	Fitting a watch stem, setting the dial and hands, encasing a watch.
11/9	Practical	Swapping a movement and servicing a three-piece watch case.
11/18	Theory	Watchmaking theory continued; friction and tribology (lubrication).
11/18	Practical	Commissioning dip oilers.
11/23	Practical	Oil grids; lubrication techniques.
12/7-12/8	Review	Final Exam Review
12/9-12/10	CUMULATIVE ASSESSMENT	FINAL EXAM
CONTINUOUS	WORK ETHIC	Attendance and classroom behavior.
CONTINUOUS	ASSIGNMENTS	Homework assignments in Blackboard course.

HRGY1381
Cooperative Education - Horology
Fall 2026

Instructor:	Micah Minjarez	Meeting Loc:	Online
Office:	AS132	Meeting Days:	R
Phone:	903.782.0257	Meeting Times:	3:00P-4:00P
Email:	mminjarez@parisjc.edu		
Office Hours:	Concurrent with class hours		

Course Description:

Applies horological principles to industry environment in partnership with employers through hands-on work.

Credits: 3.0

TSI Requirement: N/A

Prerequisite(s): See PJC Catalog

Required Textbook(s) and Materials:

ISBN/ASIN	Title	Author	Source
9782940025497	The Theory of Horology	Charles Reymondin	www.awci.com

Number	Description	Source
N/A	Watchmaking Toolkit	PJC Tool Room
Landau 3163	35in White Tailored Lab Coat	www.scrubsandbeyond.com
Bertech ESDFC-B	Static Dissipative Finger Cots	www.amazon.com

Course Goals and Objectives:

Apply sound fundamental skills to real-world service, repair, maintenance, fabrication, or assembly operations as dictated by an employer.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD).

Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Please refer to the PJC Horology Student Handbook for course and program policies.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st for sub-term A, and November 24th for sub-term B.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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Complaint Procedures:

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ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Blackboard or approved Remind 101 Channel

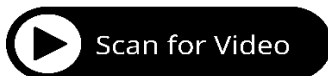
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Meeting Times	Discussion	Discuss progress, work, and projects.
10/10-11	Review	Final Exam Review
10/12-13	CUMULATIVE ASSESSMENT	FINAL EXAM
CONTINUOUS	WORK ETHIC	Attendance and classroom behavior.
CONTINUOUS	ASSIGNMENTS	Homework assignments in Blackboard course.

HRGY1391
Special Topics - Horology
Fall 2026

Instructor: Micah Minjarez Office: AS132 Phone: 903.782.0257 Email: mminjarez@parisjc.edu Office Hours: Concurrent with class hours	Meeting Loc: Online Meeting Days: R Meeting Times: 3:00P-4:00P
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Course Description:

Applies horological principles to industry niches with special projects.

Credits: 3.0

TSI Requirement: N/A

Prerequisite(s): See PJC Catalog

Required Textbook(s) and Materials:

ISBN/ASIN	Title	Author	Source
9782940025497	The Theory of Horology	Charles Reymondin	www.awci.com

Number	Description	Source
N/A	Watchmaking Toolkit	PJC Tool Room
Landau 3163	35in White Tailored Lab Coat	www.scrubsandbeyond.com
Bertech ESDFC-B	Static Dissipative Finger Cots	www.amazon.com

Course Goals and Objectives:

Apply sound fundamental skills to real-world service, repair, maintenance, fabrication, or assembly operations as determined by the instructor.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD).

Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Please refer to the PJC Horology Student Handbook for course and program policies.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st for sub-term A, and November 24th for sub-term B.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

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Syllabus Subject to Change

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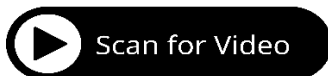
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Meeting Times	Discussion	Discuss progress, work, and projects.
10/10-11	Review	Final Exam Review
10/12-13	CUMULATIVE ASSESSMENT	FINAL EXAM
CONTINUOUS	WORK ETHIC	Attendance and classroom behavior.
CONTINUOUS	ASSIGNMENTS	Homework assignments in Blackboard course.

HRGY2301
Intermediate Horology I
Fall 2026

Instructor: Garrin Frazee
Office: AS131
Phone: 903.782.0361
Email: gfrazee@parisjc.edu
Office Hours: Concurrent with class hours

Meeting Loc: AS130
Meeting Days: Physical: M–R
Meeting Times: 8:00am-4:30pm

Course Description:

Introduction to the functional theory of both mechanical and quartz watches with emphasis on movement fault analysis using a systematic approach as required by each technology.

Credits: 3.0

TSI Requirement: N/A

Prerequisite(s): See PJC Catalog

Required Textbook(s) and Materials:

ISBN/ASIN	Title	Author	Source
9782940025497	The Theory of Horology	Charles Reymondin	www.awci.com

Number	Description	Source
N/A	Watchmaking Toolkit	PJC Tool Room
Landau 3163	35in White Tailored Lab Coat	www.scrubsandbeyond.com
Bertech ESDFC-B	Static Dissipative Finger Cots	www.amazon.com

Course Goals and Objectives:

Analyze in detail the eight effects on isochronism; sketch power flow diagram; compare and contrast precision and accuracy as they apply to service process; examine multiple systems to determine faults; evaluate movement condition using industry standard testing and analyzing equipment on both mechanical and quartz watches; compare and contrast fault analysis of mechanical and quartz timepieces; and distinguish faults according to their effects on isochronism.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD).

Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Please refer to the PJC Horology Student Handbook for course and program policies.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st for sub-term A, and November 24th for sub-term B.**

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Syllabus Subject to Change

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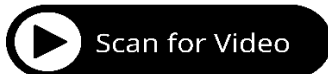
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8/24	Tribology	Lubrication of the going train.
8/31	Tribology	Servicing the mainspring barrel.
9/8	Tribology	Winding train and escapement lubrication.
10/10-11	Review	Review for final exam.
10/12-13	CUMULATIVE ASSESSMENT	FINAL EXAM
CONTINUOUS	WORK ETHIC	Attendance and classroom behavior.
CONTINUOUS	ASSIGNMENTS	Homework assignments in Blackboard course.

HRGY2302
Intermediate Horology II
Fall 2026

Instructor: Garrin Frazee
Office: AS131
Phone: 903.782.0361
Email: gfrazee@parisjc.edu
Office Hours: Concurrent with class hours

Meeting Loc: AS130
Meeting Days: M–R
Meeting Times: 8:00am–4:30pm

Course Description:

Continuation of Intermediate Horology I with emphasis on disassembly and reassembly of mechanical and quartz movements; clean and careful handling of movement components; work–holding; tool selection and application; enhanced kinesthetic skills; tribology and the effect of friction on mechanical and quartz technologies; and lubrication techniques.

Credits: 3.0

TSI Requirement: N/A

Prerequisite(s): See PJC Catalog

Required Textbook(s) and Materials:

ISBN/ASIN	Title	Author	Source
9782940025497	The Theory of Horology	Charles Reymondin	www.awci.com

Number	Description	Source
N/A	Watchmaking Toolkit	PJC Tool Room
Landau 3163	35in White Tailored Lab Coat	www.scrubsandbeyond.com
Bertech ESDFC-B	Static Dissipative Finger Cots	www.amazon.com

Course Goals and Objectives:

Identify components responsible for each system function in mechanical and quartz timepieces; identify winding and setting components by name and function; identify parts using industry standard nomenclature for mechanical and quartz timepieces; compare and contrast discrete components by function for mechanical and quartz timepieces; judge lubrication requirements based on pressure, torque, and speed; and, select proper lubricant according to friction demands with functional consideration of effect of lubricant choice on amplitude in mechanical watches and consumption in quartz watches.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD).

Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Please refer to the PJC Horology Student Handbook for course and program policies.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st for sub-term A, and November 24th for sub-term B.**

Class Conduct:

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Illness Policy:

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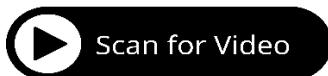
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
9/17	Mechanical	INT 1980 Service Review
10/6	Repair	Truing wheels and tightening cannon pinion
10/10-11	Review	Review for final exam.
10/12-13	CUMULATIVE ASSESSMENT	FINAL EXAM
CONTINUOUS	WORK ETHIC	Attendance and classroom behavior.
CONTINUOUS	ASSIGNMENTS	Homework assignments in Blackboard course.

HRGY2303
Intermediate Horology III
Fall 2026

Instructor: Garrin Frazee
Office: AS131
Phone: 903.782.0361
Email: gfrazee@parisjc.edu
Office Hours: Concurrent with class hours

Meeting Loc: AS130
Meeting Days: M–R
Meeting Times: 8:00am–4:30pm

Course Description:

Continuation of Intermediate Horology II with emphasis on winding/setting mechanism; mainspring and barrel; and gear train.

Credits: 3.0

TSI Requirement: N/A

Prerequisite(s): See PJC Catalog

Required Textbook(s) and Materials:

ISBN/ASIN	Title	Author	Source
9782940025497	The Theory of Horology	Charles Reymondin	www.awci.com

Number	Description	Source
N/A	Watchmaking Toolkit	PJC Tool Room
Landau 3163	35in White Tailored Lab Coat	www.scrubsandbeyond.com
Bertech ESDFC-B	Static Dissipative Finger Cots	www.amazon.com

Course Goals and Objectives:

Demonstrate understanding of various winding and setting mechanisms as implemented on a variety of mechanical and quartz movements; demonstrate safe removal and replacement of mainspring; evaluate condition of mainspring; examine train wheels for trueness and manipulate as necessary; evaluate safe functionality of gear train; distinguish effective cannon pinion friction – adjusting as necessary; and demonstrate ability to move jewels to effect gear train end–shake.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD).

Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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Class Attendance:

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Illness Policy:

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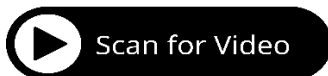
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10/20	Mechanical	Servicing the ST-36.
10/22	Repair	Adjusting division and end-shake.
12/5-6	Review	Review for final exam.
12/7-8	CUMULATIVE ASSESSMENT	FINAL EXAM
CONTINUOUS	WORK ETHIC	Attendance and classroom behavior.
CONTINUOUS	ASSIGNMENTS	Homework assignments in Blackboard course.

HRGY2304
Intermediate Horology IV
Fall 2026

Instructor: Garrin Frazee Office: AS131 Phone: 903.782.0361 Email: gfrazee@parisjc.edu Office Hours: Concurrent with class hours	Meeting Loc: AS130 Meeting Days: M–R Meeting Times: 8:00am–4:30pm
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Course Description:

Continuation of Intermediate Horology III with emphasis on escapement functions and adjustment.

Credits: 3.0

TSI Requirement: N/A

Prerequisite(s): See PJC Catalog

Required Textbook(s) and Materials:

ISBN/ASIN	Title	Author	Source
9782940025497	The Theory of Horology	Charles Reymondin	www.awci.com

Number	Description	Source
N/A	Watchmaking Toolkit	PJC Tool Room
Landau 3163	35in White Tailored Lab Coat	www.scrubsandbeyond.com
Bertech ESDFC-B	Static Dissipative Finger Cots	www.amazon.com

Course Goals and Objectives:

Construct and deliver a lesson on an instructor selected topic related to escapements; judge condition and demonstrate ability to replace shellac on impulse pin and pallet stone; and analyze and adjust various escapement components for maximum chronometry.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD).

Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Please refer to the PJC Horology Student Handbook for course and program policies.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st for sub-term A, and November 24th for sub-term B.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

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<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Blackboard or approved Remind 101 Channel

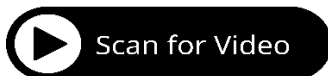
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
11/1	Mechanical	Servicing the ETA 6498 with dial, hands, and encasing.
12/5-6	Review	Review for final exam.
12/7-8	CUMULATIVE ASSESSMENT	FINAL EXAM
CONTINUOUS	WORK ETHIC	Attendance and classroom behavior.
CONTINUOUS	ASSIGNMENTS	Homework assignments in Blackboard course.

HRGY2341
Advanced Horology Systems I
Fall 2026

Instructor:	Micah Minjarez	Meeting Loc:	AS148
Office:	AS132	Meeting Days:	M–R
Phone:	903.782.0257	Meeting Times:	8:00am–4:30pm
Email:	mminjarez@parisjc.edu		
Office Hours:	Concurrent with class hours		

Course Description:

Introduction to the functional theory and service principles of modern chronograph watches with emphasis on nomenclature and knowledge of the wide variety of functions available in the marketplace.

Credits: 3.0

TSI Requirement: N/A

Prerequisite(s): See PJC Catalog

Required Textbook(s) and Materials:

ISBN/ASIN	Title	Author	Source
9782940025497	The Theory of Horology	Charles Reymondin	www.awci.com

Number	Description	Source
N/A	Watchmaking Toolkit	PJC Tool Room
Landau 3163	35in White Tailored Lab Coat	www.scrubsandbeyond.com
Bertech ESDFC-B	Static Dissipative Finger Cots	www.amazon.com

Course Goals and Objectives:

Apply sound service fundamentals to the chronograph basic movement; identify systems for chronograph operation, including start; stop; and return to zero functions; and apply knowledge of tribology of horological mechanisms to lubricate the various components of the chronograph complication.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD).

Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Please refer to the PJC Horology Student Handbook for course and program policies.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st for sub-term A, and November 24th for sub-term B.**

Class Conduct:

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Academic Honesty:

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[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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Complaint Procedures:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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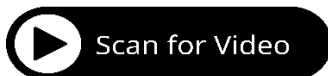
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8/27	Theory	Dynamic poising.
8/31	Chronographs	Chronograph theory.
9/1	Chronographs	Servicing the Sellita SW-500
10/10-11	Review	Final Exam Review
10/12-13	CUMULATIVE ASSESSMENT	FINAL EXAM
CONTINUOUS	WORK ETHIC	Attendance and classroom behavior.
CONTINUOUS	ASSIGNMENTS	Homework assignments in Blackboard course.

HRGY2342
Advanced Horology Systems II
Fall 2026

Instructor:	Micah Minjarez	Meeting Loc:	AS148
Office:	AS132	Meeting Days:	M–R
Phone:	903.782.0257	Meeting Times:	8:00am–4:30pm
Email:	mminjarez@parisjc.edu		
Office Hours:	Concurrent with class hours		

Course Description:

A continuation of Advanced Horology Systems I with emphasis on chronographs with additional complications such as automatic winding and calendar mechanisms.

Credits: 3.0

TSI Requirement: N/A

Prerequisite(s): See PJC Catalog

Required Textbook(s) and Materials:

ISBN/ASIN	Title	Author	Source
9782940025497	The Theory of Horology	Charles Reymondin	www.awci.com

Number	Description	Source
N/A	Watchmaking Toolkit	PJC Tool Room
Landau 3163	35in White Tailored Lab Coat	www.scrubsandbeyond.com
Bertech ESDFC-B	Static Dissipative Finger Cots	www.amazon.com

Course Goals and Objectives:

Demonstrate comprehensive ability to fully service modern chronographs with automatic and/or calendar complications to current industry standards; distinguish between horizontal clutch and vertical clutch chronograph mechanisms; and distinguish between cam operated chronograph mechanisms and column wheel mechanisms.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD).

Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Please refer to the PJC Horology Student Handbook for course and program policies.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st for sub-term A, and November 24th for sub-term B.**

Class Conduct:

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Illness Policy:

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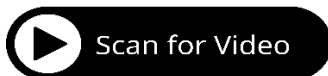
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
9/9	Chronograph	SW-500 service review.
9/15	Encasing	Case service and pressure testing.
10/5	Chronograph	ETA 7750 service with dial, hands, and encasing.
10/10-11	Review	Final Exam Review
10/12-13	CUMULATIVE ASSESSMENT	FINAL EXAM
CONTINUOUS	WORK ETHIC	Attendance and classroom behavior.
CONTINUOUS	ASSIGNMENTS	Homework assignments in Blackboard course.

HRGY2343
Advanced Horology Systems III
Fall 2026

Instructor: Micah Minjarez

Office: AS132

Phone: 903.782.0257

Email: mminjarez@parisjc.edu

Office Hours: Concurrent with class hours

Meeting Loc: AS148

Meeting Days: M–R

Meeting Times: 8:00am–4:30pm

Course Description:

A continuation of Advanced Horological Systems II, emphasis on advanced electronic theory related to quartz analog watches and full service of chronograph, automatic, and quartz watches with the constraint of time.

Credits: 3.0

TSI Requirement: N/A

Prerequisite(s): See PJC Catalog

Required Textbook(s) and Materials:

ISBN/ASIN	Title	Author	Source
9782940025497	The Theory of Horology	Charles Reymondin	www.awci.com

Number	Description	Source
N/A	Watchmaking Toolkit	PJC Tool Room
Landau 3163	35in White Tailored Lab Coat	www.scrubsandbeyond.com
Bertech ESDFC-B	Static Dissipative Finger Cots	www.amazon.com

Course Goals and Objectives:

Demonstrate time management skills, practical skills, and knowledge necessary to fully service chronograph, automatic wind, and quartz watches with time constraints modeled after modern working environment production goals; demonstrate technical skills via practical component of final exam; and demonstrate theoretical knowledge of horological principles via written component of final exam.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD).

Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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Class Attendance:

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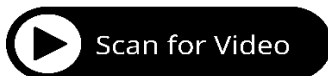
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10/20	Capstone	Capstone Project – Proposal and Planning
10/21	Capstone	Capstone Project - Demonstrations
10/28	Capstone	Capstone Project - Demonstrations
11/4	Capstone	Capstone Project - Demonstrations
11/11	Capstone	Capstone Project - Demonstrations
11/17	Capstone	Capstone Project - Demonstrations
12/3	Capstone	Presentation of Capstone Projects
12/5-6	Review	Final Exam Review
12/7-8	CUMULATIVE ASSESSMENT	FINAL EXAM
CONTINUOUS	WORK ETHIC	Attendance and classroom behavior.
CONTINUOUS	ASSIGNMENTS	Homework assignments in Blackboard course.

IRWS 0301.50B0
Integrated Reading and Writing
Fall 2026 Flex A

Instructor: Mylissa Bailey
Office: Front offices by the wall
Meeting Phone: 903-885-1232
Email: mbailey@parisjc.edu
Office Hours: M/W 8:00-9:30; 1:30-3:00 T/R 7:30-8:00; 9:30-10:00; 1:30-3:00

Meeting Location: Room 103
Meeting Days: M/W
Meeting Times: 11:00-12:15

Course Description:

This is a basic developmental course providing integrated reading and writing instruction to prepare students for college writing and reading. Students are placed into the course by test scores. The course may not be used to fulfill degree requirements (Catalog).

Integration of critical reading and academic writing skills. Successful completion of this course, if taught at the upper (exit) level, fulfills TSI requirements for reading and/or writing. (CB)

Credits: 3 Credit Hours, 3 Hours of class each week

TSI Requirement: 338 or below; Essay 2 or below.

Prerequisite: None

Required Textbook(s) and Materials:

No Textbook Required.

Course Goals and Objectives:

1. Locate explicit textual information, draw complex inferences, and analyze and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate the relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of Standard English in reading and writing.

Course Requirements and Evaluation:

Grades will be determined by your writing, participation, online components, and reading assessments. Extra credit may be given at the instructor's discretion. Your grade is determined by using a points system, not an average. Simply add your points to determine your grade.

Essay Struggles Self-Assessment	5 points
Fable 1 Read and Response	5 points
Fable 2 Read and Response	5 points
Paragraph Construction Practice	5 points
Fable 3 Read and Response	5 points
Thesis, Intro, Conclusion Practice	5 points
Fable 4 Read and Response	5 points
Fable 5 Read and Response	5 points
Organization and Body Practice	5 points
Fable 6 Read and Response	5 points
Narrative Essay Practice	5 points
Fable 7 Read and Response	5 points
Revising and Editing Practice	5 points
Fable 8 Read and Response	5 points
Descriptive Writing Practice	5 points
Fable 9 Read and Response	5 points
Process (How To) Writing Practice	5 points
Fable 10 Read and Response	5 points
Write Your Own Fable Essay	5 points
Improvement Plan Self-Assessment	5 points

A – 100 – 90
B – 89 – 80
C – 79 – 70
D – 69 – 60
F – 59 – 0

Total Points	100
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Course Policies

You are expected to be in class prior to the designated start time. Students are expected to complete coursework in an honest manner, using their own intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with their instructor. All essays must be typed following MLA format (12-point font, Times New Roman), and will not be accepted in any other form. You can reference the Purdue OWL for further assistance in this regard.

Class Attendance:

Class attendance is critical for the successful completion of this course. If you are absent, it will be your responsibility to catch up before the next class. The expectation is that you will be in class prepared to work. Do not come to class, call, or email me asking what you missed. Late essays, if accepted, will be penalized. The last day for a student to withdraw from a course with a grade of “W” is October 1st.

Class Conduct:

Please silence all mobile devices before entering the classroom/laboratory. No obscene/vulgar language is permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence Policy:

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule:

Tentative (Subject to change at instructor's discretion)

Week 1:

Syllabus and Introductions
How to Navigate the Course
Understanding College Schedules
Assignment: Essay Struggles Self-Assessment (In Class)
Assignment: Fables 1 and 2 Read and Response (Online)

Week 2:

Lesson 1 – Learn through parables and fables
Lesson 1 – Sentence and Paragraph Construction
Assignment: Writing a Full Paragraph (In Class)
Assignment: Fable 3 Read and Response (Online)

Week 3:

Lesson 2 – Topic Sentences, Thesis, Intro and Conclusions, Organization
Assignment: Write an Intro and Conclusion for a Personal Narrative (In Class)
Assignment: Fables 4 and 5 Read and Response (Online)

Week 4:

Lesson 3 – Organization of Ideas, MLA, Writing a Narrative Body
Assignments – Write the Personal Narrative Body (In Class)
Assignments – Write and Proof the Personal Narrative Essay (Online)
Assignments – Fable 6 Read and Response (Online)

Week 5:

Lesson 3 – Revising and Editing, Collaborative Writing
Assignment: Revise and Edit the Personal Narrative (In Class)
Assignment: Fables 7 and 8 Read and Response (Online)

Week 6:

Lesson 4 - Learning Different Writing Modes, Descriptive Writing
Lesson 4 – Process Analysis (How To) Essay
Assignment: Descriptive Writing Practice (In Class)
Assignment: Fable 9 Read and Response (Online)
Assignment: Process Analysis (How To) Essay (Online)

Week 7:

Lesson 5 – Writing a Fable
Assignment: Write a 2-page Fable Practice (In Class)
Assignment: Fable 10 Read and Response (Online)

Week 8: FINALS

Assignment: Improvement Self-Assessment (In Class)

IRWS 0302.50B0
Integrated Reading and Writing
Fall A Term - 2026

Instructor: Mylissa Bailey
Office: Front offices by the wall
Meeting Phone: 903-885-1232
Email: mbailey@parisjc.edu
Office Hours: M/W 8:00-9:30; 1:30-3:00 T/R 7:30-8:00; 9:30-10:00; 1:30-3:00

Meeting Location: Room 103
Meeting Days: M/W
Meeting Times: 11:00-12:15

Course Description:

“Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and/or writing. Students are placed into the course by test scores. The course may not be used to fulfill degree requirements,” (Catalog). Credits: 3 Credit Hours, 3 Hours of class each week
TSI Requirement: 339 or below; Essay 3 or below.
Prerequisite: None

Required Textbook(s) and Materials:

Kirsznner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 15th ed. Bedford/St. Martin's, 2021. ISBN: 9781319447717 (The same text as English 1301)
Novel as required for English 1301.

Course Goals and Objectives:

1. Locate explicit textual information, draw complex inferences, and analyze and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of Standard English in reading and writing.

Course Requirements and Evaluation:

Grades will be determined by your writing, participation, online components, and reading assessments. Extra credit may be given at the instructor's discretion.

Class Work Average:	35%	A – 100 – 90 B – 89 – 80 C – 79 – 70 D – 69 – 60 F – 59 – 0
Syllabus Quiz		
Introduction Assignment		
Conclusion Assignment		
Research Outline		
Essay Average:	40%	
Descriptive Essay		
Comparison/Contrast Outline		
Research Outline		
Works Cited Draft		
Analysis/Novel Outline		
Assessment Average:	25%	
Essay Struggles Self-Assessment		
Reflective Writing of the Noel		
Improvement Plan Self-Assessment		

Total	100%	

Course Policies

You are expected to be in class before the designated start time. Students are expected to complete coursework honestly, using their own intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with their instructor. All essays must be typed following MLA format (12-point font, Times New Roman) and will not be accepted in any other form.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is *Oct 1st*.

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

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It is incumbent upon the student to prove non-AI use. Students may be asked to rewrite essays under proctors if AI is suspected.

ADA Statement

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Illness Policy:

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Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be informed of the change by the method listed below: An announcement will be posted in Blackboard.

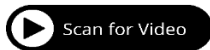
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course # (ITNW 1325 20F0)
Fundamentals of Networking
Fall 2026

Instructor: James Proctor
Office: Online
Phone:
Email: jproctor@parisjc.edu

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. *3 Credit Hours*

Required Textbook(s) and Materials:

Insert required text including ISBN and materials

Course Goals and Objectives:

Cengage Unlimited

CompTIA Network+ Guide to Networks

10th Edition

Jill West

A working computer with internet access.

Course Requirements and Evaluation:

All quizzes and assignments will remain open. A zero will be entered as the grade for any quiz, assignment or exam not completed. Once closed, quizzes, exams, and projects will not be reopened for any reason.

We will be submitting midterm grades this semester. Everything that is due by midterm must be submitted by the due date.

To ensure academic integrity, this course requires students to take a proctored Midterm or Final Exam at a Paris Junior College testing facility.

The following formula/criteria will be used to determine your Final Course Grade:

25% EXAMS

50% Labs and Assignments

25% Quizzes

COURSE GRADE = (Average Exams * 25%) + (Average Assignments * 50%) + (Average Quizzes * 25%)

GRADE SCALE is based on calculated Course average:

A = 90-100	B = 80-89	C = 70-79	D = 60-69	F = 0-59
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EXAMS (25%):

Exams demonstrate the student's acquired skill of course material by assessing their ability to recall, understand, and apply the knowledge and concepts learned throughout the course. There are two Exams “**Midterm and Final Exam**” in the course.

ASSIGNMENTS (50%):

Assignments will be scheduled throughout the semester. Assignments may include Virtual labs, Simulations, Critical Thinking and Hands-On Projects from the book. All assignments are available the first day to work at your own pace.

QUIZZES (25%):

Quizzes will be scheduled throughout the semester. All quizzes are administered under the Honesty Policy. You will have three attempts to complete each quiz. The highest grade will be recorded as the quiz grade. Quizzes are scheduled after each chapter. I recommend that you read the corresponding chapter before attempting a quiz.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

This course meets **Online**. Assignments must be completed via the Internet through the Blackboard [Bb] Learning Management System and Cengage MindTap.

Email Response Time: If you send an email Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday with the exception of holidays and closures.

If you experience technical difficulties, logging into your Bb course contact

techsupport@parisjc.edu Customer service information for Cengage is located on your Cengage login page.

Open labs are available on each campus.

Paris:

1. The Learning Center 903-782-0415

- Monday-Wednesday: 7:30 a.m. - 9 p.m.
- Thursday: 7:30 a.m. - 6 p.m.
- Friday: 8 a.m. - 4 p.m.
- Saturday: Closed
- Sunday: 5 p.m. to 9 p.m.

Greenville Center Library 903-457-8729 • Monday - Thursday: 8 a.m. – 7 p.m.

- Saturday and Sunday: Closed

Sulphur Springs Center Library 903-885-2201 • Monday – Thursday: 8 a.m. – 8:30 p.m.

- Friday – Sunday: Closed

You must complete the First Assignment located in the **Start Here** section of your Blackboard course by **October 25, 2026**, in order to remain in the class. Students who do not complete the assignment by the due date will be dropped for this class. **Class**

Attendance:

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **Tuesday, November 24th**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

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Syllabus Subject to Change

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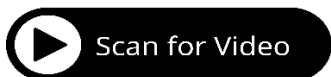
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Date	TOPIC	READINGS ASSIGNMENTS LECTURES
Monday - Wednesday Oct. 19-22	Introduction to the Course & Chapter 1: Introduction to Networking	First Assignment "Start Here" section located on Blackboard, Read Chapter 1 and complete assignments and quiz.
Monday - Wednesday Oct. 24-27	Chapter 2: Infrastructure and Documentation & Chapter 3: Addressing	Read Chapter 2 & 3 and complete assignments and quizzes.
Monday - Wednesday Nov. 2-5	Chapter 4: Protocols & Chapter 5: Cabling	Read Chapter 4 & 5 and complete assignments and quizzes.
Monday - Wednesday Nov. 9-12	Chapter 6: Wireless Networks & Chapter 7: Network Architecture	Read Chapter 6 & 7 and complete assignments and quizzes.
Monday - Wednesday Nov. 16 - 19	Chapter 8: Network Segmentation & Chapter 9: Wide Area Networking	Read Chapter 8 & 9 and complete assignments and quizzes.
Monday - Wednesday Nov. 23-26	Chapter 10: Risk Management & Chapter 11: Access Control	Read Chapter 10& 11 and complete assignments and quizzes.
Monday - Wednesday Nov. 30 – Dec. 3	Chapter 12: Performance and Recovery and use this time to catch up on past assignments.	Read Chapter 12 and complete assignments and quizzes. Catch up time for past assignments.
Monday - Wednesday Dec. 7 - 9	Final Exam Review	Final Exam Review
Thursday Dec. 10	Final Exam due by this date	Final Exam

ITSC 1325.10H0
Personal Computer Hardware
(Fall 2026)

Instructor: Cedric Crawford

Office: AS 141

Phone: 903-782-0359

Email: ccrawford@parisjc.edu

Office Hours: Monday and Wednesday 12:30pm – 1pm & 4:30pm – 5:00pm

Tuesday and Thursday 12pm – 1pm & 4:30pm – 4:30pm

Meeting Location: AS 128

Meeting Days: Monday & Wednesday

Meeting Times: 1pm – 3pm

Course Description:

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. *3 Credit Hours 2 Lecture Hours and 4 Lab Hours*

Required Textbook(s) and Materials:

This class is a part of the Inclusive Access program.

Cengage Unlimited

CompTIA A+ Guide to Information Technology Technical Support

by Jean Andrews, Joy Dark Shelton, Nicholas Pierce

11th Edition | Copyright 2023

A working computer with internet access.

Course Goals and Objectives:

Upon Completion of this course, students will:

1. Assemble/setup and upgrade personal computer systems.
2. Diagnose and isolate faulty components.
3. Optimize system performance.
4. Install/connect peripherals.

Course Requirements and Evaluation:

All quizzes and assignments will remain open. **A zero will be entered as the grade for any quiz, assignment or exam not completed.** Once closed, quizzes, exams, and projects will not be re-opened for any reason.

We will be submitting midterm grades this semester. Everything that is due by midterm must be submitted by the due date.

To ensure academic integrity, you may be required to take a proctored Midterm or Final Exam at a Paris Junior College testing facility.

The following formula/criteria will be used to determine your Final Course Grade:

25% EXAMS

50% Labs and Assignments

25% Quizzes

COURSE GRADE = (Average Exams * 25%) + (Average Assignments * 50%) + (Average Quizzes * 25%)

GRADE SCALE is based on calculated Course average:

A = 90-100	B = 80-89	C = 70-79	D = 60-69	F = 0-59
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EXAMS (25%):

Exams demonstrate the student's acquired skill of course material by assessing their ability to recall, understand, and apply the knowledge and concepts learned throughout the course.

There are two Exams “**Midterm and Final Exam**” in the course.

ASSIGNMENTS (50%):

Assignments will be scheduled throughout the semester. Assignments may include Virtual labs, Simulations, Critical Thinking and Hands-On Projects from the book. All assignments are available on the first day to work at your own pace.

QUIZZES (25%):

Quizzes will be scheduled throughout the semester. All quizzes are administered under the Honesty Policy. You will have three attempts to complete each quiz. The highest grade will be recorded as the quiz grade. Quizzes are scheduled after each chapter. I recommend that you read the corresponding chapter before attempting a quiz.

Required Activity:

All students must complete the **First Assignment** located in the “**Course Content**” section of Blackboard by **11:59 p.m. on the day prior to the Official Reporting Day (ORD) August 31st 2026**. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

This course meets every **Monday & Wednesday at 1pm in room AS 128 on the Paris Campus**. Assignments must be completed via the Internet through the Blackboard [Bb] Learning Management System and Cengage MindTap.

Email Response Time: If you send an email Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday with the exception of holidays and closures.

If you experience technical difficulties, logging into your Bb course contact techsupport@parisjc.edu Customer service information for Cengage

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st 2026.**

Class Conduct:

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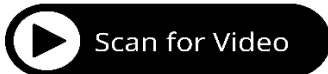
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Monday Aug. 24	Introduction to the Course	First Assignment "Start Here" section located on Blackboard
Wednesday Aug. 26	Module 1: Taking a Computer Apart and Putting it Back Together	Module 1: Disassembling and Reassembling a Computer, Labs and Quizzes
Monday Aug. 31	Module 2: All About Motherboards	Module 2: Motherboards, Labs and Quizzes
Wednesday Sept. 2	Module 3: Supporting Processors and Upgrading Memory	Module 3: Processors and Memory, Labs and Quizzes
Wednesday Sept. 9	Module 4: Module 04 Power Supplies and Troubleshooting Computer Problems	Module 4: Power Supplies and Troubleshooting Computer Problems, Labs and Quizzes
Monday Sept. 14	Module 5: Hard Drives and Other Storage Devices	Module 5: Hard Drives and Other Storage Devices Labs and Quizzes Midterm Review
Wednesday Sept. 16	Midterm Exam	Midterm Exam
Monday Sept. 21	Module 6: Supporting I/O Devices	Module 6: Supporting I/O Devices Labs and Quizzes
Wednesday Sept. 23	Module 7: Networking Fundamentals	Module 7: Networking Fundamentals Labs and Quizzes
Monday Sept. 28	Module 8: Network Infrastructure and Cloud Computing	Module 8: Network Infrastructure and Cloud Computing Labs and Quizzes
Wednesday Sept. 30	Module 9: Supporting Mobile Devices & Module	Module 9: Supporting Mobile Devices Labs and Quizzes
Monday Oct. 5	Module 10: Supporting Printers	Module 10: Supporting Printers Labs and Quizzes
Wednesday Oct. 7	Final Exam Review	Final Exam Review
Oct. 12 - 15	Final Exam	Final Exam

ITSC 1325.40H0
Personal Computer Hardware
(Fall 2026)

Instructor: Cedric Crawford

Office: AS 141

Phone: 903-782-0359

Email: ccrawford@parisjc.edu

Office Hours: Monday and Wednesday 12:30pm – 1pm & 4:30pm – 5:00pm

Tuesday and Thursday 12pm – 1pm & 4:00pm – 4:30pm

Meeting Location: GV/121

Meeting Days: Tuesday & Thursday

Meeting Times: 1pm – 3pm

Course Description:

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. *3 Credit Hours 2 Lecture Hours and 4 Lab Hours*

Required Textbook(s) and Materials:

This class is a part of the Inclusive Access program.

Cengage Unlimited

CompTIA A+ Guide to Information Technology Technical Support

by Jean Andrews, Joy Dark Shelton, Nicholas Pierce

11th Edition | Copyright 2023

A working computer with internet access.

Course Goals and Objectives:

Upon Completion of this course, students will:

1. Assemble/setup and upgrade personal computer systems.
2. Diagnose and isolate faulty components.
3. Optimize system performance.
4. Install/connect peripherals.

Course Requirements and Evaluation:

All quizzes and assignments will remain open. **A zero will be entered as the grade for any quiz, assignment or exam not completed.** Once closed, quizzes, exams, and projects will not be re-opened for any reason.

We will be submitting midterm grades this semester. Everything that is due by midterm must be submitted by the due date.

To ensure academic integrity, you may be required to take a proctored Midterm or Final Exam at a Paris Junior College testing facility.

The following formula/criteria will be used to determine your Final Course Grade:

25% EXAMS

50% Labs and Assignments

25% Quizzes

COURSE GRADE = (Average Exams * 25%) + (Average Assignments * 50%) + (Average Quizzes * 25%)

GRADE SCALE is based on calculated Course average:

A = 90-100	B = 80-89	C = 70-79	D = 60-69	F = 0-59
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EXAMS (25%):

Exams demonstrate the student's acquired skill of course material by assessing their ability to recall, understand, and apply the knowledge and concepts learned throughout the course.

There are two Exams “**Midterm and Final Exam**” in the course.

ASSIGNMENTS (50%):

Assignments will be scheduled throughout the semester. Assignments may include Virtual labs, Simulations, Critical Thinking and Hands-On Projects from the book. All assignments are available on the first day to work at your own pace.

QUIZZES (25%):

Quizzes will be scheduled throughout the semester. All quizzes are administered under the Honesty Policy. You will have three attempts to complete each quiz. The highest grade will be recorded as the quiz grade. Quizzes are scheduled after each chapter. I recommend that you read the corresponding chapter before attempting a quiz.

Required Activity:

All students must complete the **First Assignment** located in the “**Course Content**” section of Blackboard by **11:59 p.m. on the day prior to the Official Reporting Day (ORD) August 31st 2026**. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

This course meets every **Tuesday & Thursday at 1pm in room 121 at the Greenville Center**. Assignments must be completed via the Internet through the Blackboard [Bb] Learning Management System and Cengage MindTap.

Email Response Time: If you send an email Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday with the exception of holidays and closures.

If you experience technical difficulties, logging into your Bb course contact techsupport@parisjc.edu Customer service information for Cengage

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st 2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

- *Students will be informed via an announcement on Blackboard and through their student email address.*

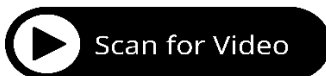
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Tuesday Aug. 25	Introduction to the Course	First Assignment "Start Here" section located on Blackboard
Thursday Aug. 27	Module 1: Taking a Computer Apart and Putting it Back Together	Module 1: Disassembling and Reassembling a Computer, Labs and Quizzes
Tuesday Sept. 1	Module 2: All About Motherboards	Module 2: Motherboards, Labs and Quizzes
Thursday Sept. 3	Module 3: Supporting Processors and Upgrading Memory	Module 3: Processors and Memory, Labs and Quizzes
Tuesday Sept. 8	Module 4: Module 04 Power Supplies and Troubleshooting Computer Problems	Module 4: Power Supplies and Troubleshooting Computer Problems, Labs and Quizzes
Thursday Sept. 10	Module 5: Hard Drives and Other Storage Devices	Module 5: Hard Drives and Other Storage Devices Labs and Quizzes Midterm Review
Tuesday Sept. 15	Midterm Exam	Midterm Exam
Thursday Sept. 17	Module 6: Supporting I/O Devices	Module 6: Supporting I/O Devices Labs and Quizzes
Tuesday Sept. 22	Module 7: Networking Fundamentals	Module 7: Networking Fundamentals Labs and Quizzes
Thursday Sept. 24	Module 8: Network Infrastructure and Cloud Computing	Module 8: Network Infrastructure and Cloud Computing Labs and Quizzes
Tuesday Sept. 29	Module 9: Supporting Mobile Devices & Module	Module 9: Supporting Mobile Devices Labs and Quizzes
Thursday Oct. 1	Module 10: Supporting Printers	Module 10: Supporting Printers Labs and Quizzes
Tues. Oct. 6 & Thurs. Oct. 8	Final Exam Review	Final Exam Review
Oct. 12 - 15	Final Exam	Final Exam

ITSC-1305.20E0
Introduction to PC Operating Systems
Fall 2026

Instructor: James Proctor
Office: Online
Phone:
Email: jproctor@parisjc.edu

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. 3 Credit Hours

Required Textbook(s) and Materials:

Cengage Unlimited

CompTIA Network+ Guide to Networks

10th Edition

Jill West

A working computer with internet access.

Course Goals and Objectives:

Upon successful completion of this course, students will:

1. Identify and use network transmission media.
2. Explain the OSI model.
3. Identify the characteristics of network topologies and protocols.
4. Identify the functions of a network operating system and distinguish between centralized, client/server, and peer-to-peer systems.
5. Distinguish between Local Area Networks (LANs) and Wide Area Networks (WANs).
6. Identify the components used to expand a LAN into a WAN.

Course Requirements and Evaluation:

All quizzes and assignments will remain open. A zero will be entered as the grade for any quiz, assignment or exam not completed. Once closed, quizzes, exams, and projects will not be reopened for any reason.

We will be submitting midterm grades this semester. Everything that is due by midterm must be submitted by the due date.

To ensure academic integrity, this course requires students to take a proctored Midterm or Final Exam at a Paris Junior College testing facility.

The following formula/criteria will be used to determine your Final Course Grade:

25% EXAMS

50% Labs and Assignments

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GRADE SCALE is based on calculated Course average:

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EXAMS (25%):

Exams demonstrate the student's acquired skill of course material by assessing their ability to recall, understand, and apply the knowledge and concepts learned throughout the course.

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ASSIGNMENTS (50%):

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Course Policies:

This course meets **Online**. Assignments must be completed via the Internet through the Blackboard [Bb] Learning Management System and Cengage MindTap.

Email Response Time: If you send an email Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday with the exception of holidays and closures.

If you experience technical difficulties, logging into your Bb course contact

techsupport@parisjc.edu Customer service information for Cengage is located on your Cengage login page.

Open labs are available on each campus.

Paris:

1. The Learning Center 903-782-0415

- Monday-Wednesday: 7:30 a.m. - 9 p.m.
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- Sunday: 5 p.m. to 9 p.m.

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- Saturday and Sunday: Closed

Sulphur Springs Center Library 903-885-2201 • Monday – Thursday: 8 a.m. – 8:30 p.m.

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Class Attendance:

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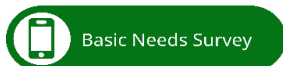
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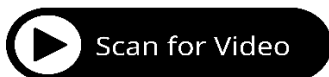
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Course Schedule/Weekly Lesson Plan:

<i>Date</i>	<i>TOPIC</i>	<i>READINGS ASSIGNMENTS LECTURES</i>
Monday - Wednesday Aug. 24 -26	Introduction to the Course & Module 11: The Complex World of IT Professionals	First Assignment "Start Here" section located on Blackboard, Module 11: Labs and Quizzes
Monday - Wednesday Aug. 31 – Sept. 2	Module 12 & 13: Installing Windows & Maintaining Windows	Modules 12 & 13: Labs and Quizzes
Tuesday-Thursday Sept. 8 - 10	Modules 14 & 15: Troubleshooting Windows After Startup and Windows Startup	Modules 14 & 15: Labs and Quizzes
Monday-Wednesday Sept. 14-16	Modules 16 & 17: Security Strategies and Securing and Sharing Windows Resources	Modules 16 & 17: Labs and Quizzes
Monday - Wednesday Sept. 21-23	Modules 18 & 19: Mobile Device Security and Network Security and Troubleshooting	Modules 18 & 19: Labs and Quizzes
Monday - Wednesday Sept. 28-30	Modules 20 & 21: Supporting macOS and Linux	Modules 20 & 21: Labs and Quizzes.
Monday - Wednesday Oct. 5-7	Complete unfinished Modules and Final Exam Review: Securing and Sharing Windows Resources	Complete all unfinished assignments and Review for Final Exam.
Thursday Oct. 15	Final Exam	Final Exam is due.

ITSC-1354.20E0
Implementing and Supporting Servers
Fall 2026

Instructor: James Proctor
Office: Online
Phone:
Email: jproctor@parisjc.edu

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. End-of-Course Outcomes: Configure peripherals and devices; set up servers; configure directory replication; manage licensing; create and manage system policies and profiles; administer remote servers and disk resources; create and share resources; implement fault-tolerance; configure servers for interoperability; install and configure Remote Access Service (RAS); and identify and monitor performance bottlenecks and resolve configuration problems. *3 Credit Hours*

Required Textbook(s) and Materials:

Cengage Unlimited

MindTap for Eckert's Hands-On Microsoft Windows Server 2022, 1 term Instant Access
Jason Eckert
A working computer with internet access.

Course Goals and Objectives:

Upon successful completion of this course, students will:

1. Setup and configure servers
2. Install Active Directory Domain Services (AD DS) and DNS
3. Manage user accounts, groups, and organizational units
4. Configure Disk resources, file access, and fault tolerance
5. Monitor server performance and resolve configuration issues

Course Requirements and Evaluation:

All quizzes and assignments will remain open. A zero will be entered as the grade for any quiz, assignment or exam not completed. Once closed, quizzes, exams, and projects will not be reopened for any reason.

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Required Activity:

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Course Policies:

This course meets **Online**. Assignments must be completed via the Internet through the Blackboard [Bb] Learning Management System and Cengage MindTap.

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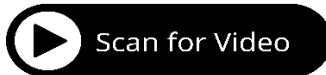
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Course Schedule/Weekly Lesson Plan:

<i>Date</i>	<i>TOPIC</i>	<i>READINGS ASSIGNMENTS LECTURES</i>
Monday - Wednesday Aug. 24 -26	Introduction to the Course & Chapter 1: Getting started with Windows Server 2022	First Assignment "Start Here" section located on Blackboard, Chapter 1: Labs and Quizzes
Monday - Wednesday Aug. 31 – Sept. 2	Chapters 2 & 3 : Configuring Windows Server 2022 & Implementing Hyper-V	Chapters 2 & 3: Labs and Quizzes
Tuesday-Thursday Sept. 8 - 10	Chapters 4 & 5 : Introduction to Active Directory and Configuring Resource Access	Chapters 4 & 5: Labs and Quizzes
Monday-Wednesday Sept. 14-16	Chapters 6 & 7: Configuring Printing and Configuring and Managing Data Storage	Chapters 6 & 7: Labs and Quizzes
Monday - Wednesday Sept. 21-23	Chapters 8 & 9: Configuring and Managing Network Services and Configuring and Managing Remote Access Services	Chapters 8 & 9: Labs and Quizzes
Monday - Wednesday Sept. 28-30	Chapters 10 & 11: Configuring Web Services and Cloud Technologies and Managing and Securing Windows Networks	Chapters 10 & 11: Labs and Quizzes.
Monday - Wednesday Oct. 5-7	Chapter 12 and Final Exam Review: Monitoring and Troubleshooting Windows Server 2022 and Final Exam Review	Chapter 12 and Review for Final Exam.
Thursday Oct. 15	Final Exam	Final Exam is due.

ITSW 1304.20E0
Introduction to Spreadsheets
Fall 2026 – Flex A: 1st 8-weeks

Instructor: Wanda Duncan

Office: AS 151

Phone: 903.782.0378

Email: wduncan@parisjc.edu

Office Hours: TBD (Posted within BlackBoard)

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

Instruction in the concepts, procedures, and application of electronic spreadsheets. End-of-Course Outcomes: Define spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports.

3 Credit Hours 2 Lecture Hours 4 Lab Hours

Prerequisite(s): It is highly recommended that the student has computer and/or keyboarding skills or be concurrently enrolled in a computer and/or keyboarding class to successfully complete this course. This course does not attempt to teach basic computer skills.

Associate degree seeking students and Level 2 certificate students **must be** TSI compliant before degree conferral. If applicable, see your counselor / advisor for more information and to schedule the TSI testing.

If Applicable: TSI Requirement

NOTE: ACGM courses typically require TSI compliance or waiver. Associate's degree and Level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Shelly Cashman Series: Microsoft Office 365: Comprehensive.

Freund/Starks/Schemieder

Cengage Learning

Inclusive Access: 9780357676660

Inclusive Access is being used for this course which means the cost of course materials are included in the tuition (includes ebook and access to homework assignments).

You do **not** have to purchase anything from the PJC Bookstore.

Other Course Materials:

None.

Access to the Internet, e-mail, and Microsoft Office 365 (includes Word, Excel, Access, and PowerPoint) must be installed on your home computer if you work on your assignments at home. If you work on your assignments on campus, the software is already installed on those computers.

Please see BlackBoard "Announcements" for a downloadable link for Microsoft Office 365. If you have trouble downloading the software, please reach out to the IT Help Desk at helpdesk@parisjc.edu.

If you are the only user of your computer, you may store your documents on your hard drive. If you cannot, it is recommended that you buy a USB Flash Memory Drive (jump drive). Try to buy one with at least 1TB of memory which will store all of your documents which can be used for other courses too. You can get the flash drives at WalMart or any other store that sells flash drives. The PJC Bookstore also has them for sale. You can use grant money to buy one at the bookstore.

Basic computer Requirements: Generally, a computer manufactured within the last five years is adequate. **MacBooks** and **ChromeBooks** are **NOT supported** in this course. You will need a **Windows-based** computer to complete assignments.

Course Goals and Objectives:

Upon successful completion of this course, the student will have:

1. Defined spreadsheet terminology and concepts
2. Created formulas and functions
3. Used formatting features
4. Generated charts, graphs, and reports

Student Learning Outcomes:

1. Utilized industry standard application software to produce personal, business, and academic reports, and presentations.
2. Demonstrated knowledge of computer industry terminology and jargon.

Course Requirements and Evaluation:

The first assignment is a Syllabus Quiz and an IceBreaker Discussion Board Forum which the student must complete before the Official Reporting Date (**August 31**) to avoid being dropped.

This is an **8-week** course that runs from **August 24** to **October 15**.

This course does not attempt to teach basic use of a computer. All students must be able to search the Internet, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Course will be presented via **BlackBoard** and **MindTap**.

Students are expected to access this course a minimum of three times a week to keep current with course activities.

Student is responsible for the following:

- Access to necessary computer resources
- Read assigned material as on schedule
- Complete all homework assignments on time
- Prepare diligently for homework assignments
- Take examinations as scheduled
- **Inquire** if you do not comprehend the material
- Follow the policies set forth in this syllabus and as specified by the college

Due to the type of material that must be covered within this course, students will be required to accomplish an extensive amount of reading, studying and solving homework problems. It is vital for students not to fall behind as it will be quite challenging to catch up. Students are to be held responsible for learning all the material in the textbook, the information provided in each chapters PowerPoint, and homework problems. Students are encouraged to study with classmates to assist in mastery of the course content.

There will be a Capstone Project:

- The Capstone will be available to you to take on your home computer using the honor system.
- You need to complete your work early so that if you encounter a problem you can contact me in time to get a response and resolve the problem.

Students should read all modules and review assessments to prepare for the exams. If you fail to complete module assessments during its availability period, then the assessment may not be available for review.

Chapter Assessments: All chapter assessments will be completed within **MindTap**. There is no time limit. NO makeup or extra credit will be given. Students should be familiar with the subject matter before attempting the exams. The due date of each chapter and exams are listed in the schedule which can be accessed from the Homepage of your BlackBoard course.

Orientation: Students are expected to read and become familiar with the Syllabus and the course calendar. Students should also become familiar with the content and location of all items in the course.

If a student needs to discuss an assessment or needs help completing assessments, the student should e-mail the Instructor, call the Instructor, and/or come to the PJC Paris campus for individual instruction with the Instructor. The Instructor is always willing to tutor and/or help in successfully completing the course.

Grades:

Grades are based on a point system for completion of assessments which include training, projects, exams, capstone, a BlackBoard Discussion Forum, and a BlackBoard Syllabus Quiz. All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded.

Successful online learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Office 365.

Letter grades will be assigned based on the following point scale:

1719 - 1910 = A	90 - 100 = A
1528 - 1718 = B	80 - 89 = B
1337 - 1527 = C	70 - 79 = C
1146 - 1336 = D	60 - 69 = D
0 - 1145 = F	0 - 59 = F

The assessments are broken-down as follows:

Syllabus Quiz = 1 assessment

BlackBoard Discussion Board Forum = 1 assessment

Training (PRACTICE) Projects = 6 assessments

Textbook Projects = 6 assessments

Project 1 = 5 assessments

Exams = 6 assessments

Capstone = 1 assessment

Checking your Grade:

To check your grades, click “My Grades” tab. BlackBoard may show only the total number of points possible for each assessment and your score. The total points possible for the course may include work which you have not been assigned yet. To turn any score into a percentage, divide the number of points you received by the number of points possible.

Viewing Grades:

Grades are normally posted in BlackBoard as soon as the assignment is completed or a couple hours thereafter.

All module assessments will be completed by logging into **BlackBoard**, select a “module,” and then select the “assignment” you are wanting to complete. Once you have selected the assignment, the “**MindTap**” window will appear and you can then begin working on the assignment.

MindTap assessments can be taken **three (3) times** to improve grade.

Course Procedures:

- **Microsoft Office 365** and **MindTap** are required for this course.
- A student is expected to be regular and punctual in submitting assignments. Failure to complete required assignments will negatively affect the student’s final grade. Deadlines are established at the beginning of the semester.
- Contact your Instructor immediately if an emergency arises and you are unable to submit your work or attend class as required.
- If you find that you cannot complete the course for any reason, contact your Instructor and refer to your college catalog for withdrawal procedures.
- Students must check the course frequently for announcements, and students must actively participate in class discussions.
- Minimum of **10 hours per week** of computer time is required for students to complete assessments. More computer time may be required, depending on your typing speed and computer knowledge.
- See the course schedule for when assignments are due.

Open lab:

AS 152

One-on-one tutoring available (e-mail for an appointment)

Required Activity:

All students must complete the First Assignment located in the “Course Content” section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of

this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

All assessments and due dates are posted well in advance, so it is reasonable to expect quality work from students submitted well before the due date. If you do not procrastinate, there should be no reason you cannot submit assessments promptly. Plan on turning in all work by the due date – there will be no make-up work or extra credit given.

You will find all the assessments for **MindTap** are linked into BlackBoard.

You must log into BlackBoard to complete all assignments. The assignment must be completed before the due date. You are encouraged to work ahead in case there are questions that may arise.

ChatGPT/AI can only be used for research purposes only. Quoting ChatGPT/AI directly is strictly **prohibited** and will be considered **plagiarism**. If you use ChatGPT/AI as part of your research, remember that you must **cite** it on your resource page.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **October 1**.

All work is completed online. Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities.

- **Check-in on a regular basis.** To be in attendance, you must be on the BlackBoard course Web site at least three (3) out of seven (7) days each week. Being present means you should be involved in any discussions and be current in turning in homework, projects, and assessments. Being present means you check your school e-mail account at least once every day.
- **Verify your course enrollment.** On the first day of the online course complete the IceBreaker Discussion Board and Syllabus Quiz. Students must complete these assignments in each course to verify their course enrollment. **If you do not complete these assignments by ORD, you will be dropped from the course.**
- **Plan on spending at least two hours of work time for every credit hour that the course receives.** As a rule of thumb, colleges assume that you will attend as many hours as are listed in the credit hours, then do homework and prepare in an equivalent number of hours during each week. In an online course, the distinction between attendance and study hours is removed, but the same minimum amount of time is necessary. In actual practice, some courses take many more hours of study.
- **Your Instructor can tell if you are visiting the course site.** There are tools in BlackBoard that allow your Instructor to get general statistics about how often you visit the course site. Sometimes, they can even tell you have visited specific parts.

Students that have never attended class before the Official Reporting Day (ORD) will be withdrawn from the course by the institution. Students enrolled in an online course must “log in” and complete the week one assignment (Syllabus Quiz and IceBreaker Discussion Board) before the Official Reporting Day (ORD) to be considered an active student or to be considered attending class.

Please consult the Paris Junior College Student Handbook to review all policies and procedures.

Instructor Response and Availability:

The Instructor’s preferred method of contact is e-mail. The Instructor will answer e-mail as soon as possible. If an e-mail was sent Monday – Wednesday, expect a response within 24 hours except for holidays and closures. If you have not heard from the Instructor within a reasonable time frame, please send another e-mail.

If the e-mail was sent Thursday – Sunday, expect an answer on Monday or Tuesday except for holidays and closures.

If you have a question, please be sure to put “ITSW 1304 Question” or “ITSW 1304 Question About” as the subject line of the e-mail message. If you do, you are likely to get a faster response. Please include your name on all correspondence.

Dragonmail is the primary contact e-mail for students. Please check your e-mail daily. In addition, please check “Announcements” in BlackBoard daily.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Netiquette:

Netiquette is another word for online communication guidelines. Netiquette can be summarized by three simple understandings: remember that there is a human being on the other end of your communication, treat that human being with respect, and do not transmit any message that you wouldn’t be willing to communicate face to face. Due to the nature of the online environment, here are some things to remember:

1. Be careful what you write about others.
2. Avoid offensive language, especially comments that might be construed as discriminatory.
3. Be careful with humor and sarcasm. One person’s humorous comment may push another person’s buttons or may even be seen as offensive.
4. Avoid putting words into full capitals. Online, all-caps is considered SHOUTING.
5. Write descriptive subject lines. Some people receive so much email that they begin to delete some messages without viewing them. To avoid this fate, make sure your subject lines are descriptive.
6. Use writing tricks like “emoticons,” acronyms, and extra punctuation, but use them judiciously.
7. Respect other people’s intellectual property. Don’t post, display, or otherwise provide access to materials belonging to others, and cite references as appropriate.

8. Always think before you write. In other words without the use of non-verbal's with your message, your message can be misinterpreted. So please think twice before you hit submit.
9. Keep it relevant. Do not stray from the discussion in the assigned questions.
10. Make sure that you are using appropriate grammar and structure. In other words, I don't want to see anyone writing "R U" instead of "are you". There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. **Two (2) Points will be deducted for grammatical errors, punctuation errors, spelling errors, or any other errors found in an assessment.**
11. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the methods listed below.

- a) Student email
- b) BlackBoard announcement
- c) In class announcement

Official Student Email Policy

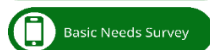
Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

For computer or log in issues please contact Tech Support at techsupport@parisjc.edu

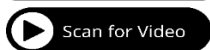
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Important Dates:

Official Report Date is **August 31.**

Labor Day Holiday is **September 7.**

Last Day to Drop Classes with a “W” is **October 1.**

Final Exams is **October 12 - 15.**

All assignments must be completed by **11:59 p.m., Wednesday, October 14.**

Course Schedule:

Week 1	IceBreaker Discussion Board, Syllabus Quiz, Register for MindTap
Week 2	Module 1: Creating a Worksheet and a Chart
Week 3	Module 2: Formulas, Functions, and Formatting
Week 4	Module 3: Working with Large Worksheets, Charting, and What-If Analysis
Week 5	Capstone: Modules 1 – 3
Week 6	Module 4: Financial Functions, Data Tables, and Amortization Schedules
Week 7	Module 5: Working with Multiple Worksheets and Workbooks
Week 8	Module 6: Creating, Sorting, and Querying a Table

ITSW 1310.20F0
Introduction to Presentation Graphics
Fall 2026: Flex B – 2nd 8-weeks

Instructor: Tasha Whitaker & Wanda Duncan
Office: AC 103
Phone: 903.782.0430
Email: twhitaker@parisjc.edu
Office Hours: TBA

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or vide may be used in presentation development.
3 Credit Hours 2 Lecture Hours 4 Lab Hours

Prerequisite(s): It is highly recommended that the student has computer and/or keyboarding skills or be concurrently enrolled in a computer and/or keyboarding class to successfully complete this course. This course does not attempt to teach basic computer skills.

Associate degree seeking students and Level 2 certificate students **must be** TSI compliant before degree conferral. If applicable, see your counselor / advisor for more information and to schedule the TSI testing.

If Applicable: TSI Requirement

NOTE: ACGM courses typically require TSI compliance or waiver. Associate's degree and Level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Shelly Cashman Series, Microsoft Office 365 & PowerPoint: Comprehensive.
Susan Sebok
Cengage Learning
ISBN: 978-0-357-88169-9

Inclusive Access is being used for this course which means the cost of course materials are included in the tuition (includes ebook and access to homework assignments).

Do **NOT** "opt out." If you "opt out," you will be responsible for paying for the course materials out of pocket.

Other Course Materials:

None

Access to the Internet, e-mail, and Microsoft Office 365 (includes Word, Excel, Access, and PowerPoint) must be installed on your home computer if you work on your assignments at home. If you work on your assignments on campus, the software is already installed on those computers.

Please see BlackBoard "Announcements" for a downloadable link for Microsoft Office 365. If you have trouble downloading the software, please reach out to the IT Help Desk at helpdesk@parisjc.edu.

Basic computer Requirements: Generally, a computer manufactured within the last five years is adequate. **MacBooks** and **Chromebooks** are NOT supported. You will need a Windows-based computer to complete the assignments for this course.

Course Goals and Objectives:

Upon successful completion of this course, the student will have:

1. Identified presentation media terminology and concepts.
2. Generated presentations using text, visual and/or sound elements.
3. Utilized effective compositions and style.
4. Produced presentations for distribution on computers or other media.
5. Modified sequence and slide master.

Student Learning Outcomes:

1. Demonstrated proficiency utilizing industry application software.

Course Schedule:

Week 1:	IceBreaker Discussion Board Syllabus Quiz Module 1: Creating and Editing Presentations with Pictures
Week 2:	Module 2: Enhancing Presentations with Shapes and SmartArt
Week 3:	Module 3: Inserting WordArt, Charts, and Tables Modules 1 – 3 Capstone
Week 4:	Module 4: Customizing Slide Masters and Presentations
Week 5:	Module 5: Collaborating and Adding Animation
Week 6:	Module 6: Formatting Tables and Charts
Week 7:	Module 7: Adding Media and Enhancing SmartArt
Week 8:	Modules 4 – 7 Capstone

Course Requirements and Evaluation:

The first assignment is a Syllabus Quiz and an IceBreaker Discussion Board Forum which the student must complete before the Official Reporting Date (**October 26**) to avoid being dropped.

This is an **8-week** course that runs from **October 19** to **December 10**.

This course does not attempt to teach basic use of a computer. All students must be able to search the Internet, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Course will be presented via **BlackBoard** and **MindTap**. The student will use the access code (purchased with the textbook) to access course documents, assessments, and exams in order to complete all course assessments. Students are expected to access this course a minimum of three times a week to keep current with course activities.

Student is responsible for the following:

- Purchase required materials
- Access to necessary computer resources

- Read assigned material as on schedule
- Complete all homework assignments on time
- Prepare diligently for quizzes and examinations
- Take quizzes and examinations as scheduled
- **Inquire** if you do not comprehend the material
- Follow the policies set forth in this syllabus and as specified by the college

Due to the type of material that must be covered within this course, students will be required to accomplish an extensive amount of reading, studying, and entering data into PowerPoint. It is vital for students not to fall behind as it will be quite challenging to catch up. Students are to be held responsible for learning all the material in the textbook. Students are encouraged to study with classmates to assist in mastery of the course content.

The course will cover **seven** (7) modules and **two** (2) capstones.

- Modules 1 - 3
- Modules 4 – 7
 - The capstones will be available to you to take on your home computer using the honor system.
 - You need to complete your work early so that if you encounter a problem you can contact the instructor in time to get a response and resolve the problem.

Students should read all modules and complete the assessments to prepare for the capstones.

Module Assessments: All module assessments will be completed via **BlackBoard** and **MindTap**. There is no time limit. NO makeup or extra credit will be given. Students should be familiar with the subject matter before attempting the capstones. The due date of each module and capstones are listed in the schedule which can be accessed from the Modules tab of the BlackBoard course.

Orientation: Students are expected to read and become familiar with the Syllabus and the course calendar. Students should also become familiar with the content and location of all items in the course.

If a student needs to discuss an assessment or needs help completing assessments, the student should e-mail the Instructor and/or come to the PJC Paris campus for individual instruction with the Instructor. The Instructor is always willing to tutor and/or help in successfully completing the course.

Grades:

Grades are based on a point system for completion of assessments which include MindTap assessments, capstones, and exams.

All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded.

Successful online learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Office 365.

Letter grades will be assigned based on the following point scale:

2169 – 2410 = A	90 - 100 = A
1928 – 2168 = B	80 - 89 = B
1687 – 1927 = C	70 - 79 = C
1446 – 1686 = D	60 - 69 = D
0 – 1445 = F	0 - 59 = F

All **assessments** will be completed in **MindTap**. The following list details how many times an assessment can be taken:

- Module Projects can be taken up to three (3) times.
- Training Projects can only be taken one (1) time.
- Module Exams can be taken up to three (3) times.
- Capstones can be taken up to three (3) times.

Checking your Grade:

To check your grades, click “My Grades” tab. BlackBoard may show only the total number of points possible for each assessment and your score. The total points possible for the course may include work which you have not been assigned yet. To turn any score into a percentage, divide the number of points you received by the number of points possible.

Viewing Grades:

Grades are usually posted in BlackBoard within one week following the due date.

The student must log into **BlackBoard** to complete **ALL MindTap** assessments.

Course Procedures:

- **Microsoft Office 365** and **MindTap** are required for this course.
- A student is expected to be regular and punctual in submitting assignments. Failure to complete required assignments will negatively affect the student's final grade. Deadlines are established at the beginning of the semester.
- Contact your Instructor immediately if an emergency arises and you are unable to submit your work or attend class as required.
- If you find that you cannot complete the course for any reason, contact your Instructor and refer to your college catalog for withdrawal procedures.
- Students must check the course frequently for announcements, and students must actively participate in class discussions.
- Minimum of **10 hours per week** of computer time is required for students to complete assessments. More computer time may be required, depending on your typing speed and computer knowledge.
- See the course schedule for when assignments are due.

Open lab:

AS 152

One-on-one tutoring available (call or e-mail for an appointment)

Course Policies

All assessments and due dates are posted well in advance, so it is reasonable to expect quality work from students submitted well before the due date. If you do not procrastinate, there should

be no reason you cannot submit assessments promptly. Plan on turning in all work by the due date – there will be no make-up work or extra credit given.

You will find all the assessments for **MindTap** are linked into BlackBoard. **You must log into BlackBoard to complete all assignments.** They must be completed before the due date. You are encouraged to work ahead in case there are questions that may arise.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **November 24**.

All work is completed online. Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities.

- **Check-in on a regular basis.** To be in attendance, you must be on the BlackBoard course Web site at least three (3) out of seven (7) days each week. Being present means you should be involved in any discussions and be current in turning in homework, projects, and assessments. Being present means you check your school e-mail account at least once every day.
- **Verify your course enrollment.** On the first day of the online course complete the IceBreaker Discussion Board and Syllabus Quiz. Students must complete these assignments in each course to verify their course enrollment. **If you do not complete these assignments by ORD, you will be dropped from the course.**
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Students that have never attended class before the Official Reporting Date (ORD) will be withdrawn from the course by the institution. Students enrolled in an online course must “log in” and complete the week one assignment (Syllabus Quiz and IceBreaker Discussion Board) before ORD to be considered an active student or to be considered attending class.

Please consult the Paris Junior College Student Handbook to review all policies and procedures.

Instructor Response and Availability:

The Instructor’s preferred method of contact is e-mail. The Instructor will answer e-mail as soon as possible. If an e-mail was sent Monday – Wednesday, expect a response within 24 hours except for holidays and closures. If you have not heard from the Instructor within a reasonable time frame, please send another e-mail.

If the e-mail was sent Thursday – Sunday, expect an answer on Monday or Tuesday except for holidays and closures.

If you have a question, please be sure to put “ITSW 1310 Question” or “ITSW 1310 Question About” as the subject line of the e-mail message. If you do, you are likely to get a faster response. Please include your name on all correspondence.

Dragonmail is the primary contact e-mail for students. Please check your e-mail daily. In addition, please check “Announcements” in BlackBoard daily.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Netiquette:

Netiquette is another word for online communication guidelines. Netiquette can be summarized by three simple understandings: remember that there is a human being on the other end of your communication, treat that human being with respect, and do not transmit any message that you wouldn't be willing to communicate face to face. Due to the nature of the online environment, here are some things to remember:

1. Be careful what you write about others.
2. Avoid offensive language, especially comments that might be construed as discriminatory.
3. Be careful with humor and sarcasm. One person's humorous comment may push another person's buttons or may even be seen as offensive.
4. Avoid putting words into full capitals. Online, all-caps is considered SHOUTING.
5. Write descriptive subject lines. Some people receive so much email that they begin to delete some messages without viewing them. To avoid this fate, make sure your subject lines are descriptive.
6. Use writing tricks like "emoticons," acronyms, and extra punctuation, but use them judiciously.
7. Respect other people's intellectual property. Don't post, display, or otherwise provide access to materials belonging to others, and cite references as appropriate.
8. Always think before you write. In other words without the use of non-verbal's with your message, your message can be misinterpreted. So please think twice before you hit submit.
9. Keep it relevant. Do not stray from the discussion in the assigned questions.
10. Make sure that you are using appropriate grammar and structure. In other words, I don't want to see anyone writing “R U” instead of “are you”. There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. **Two (2) Points will be deducted for grammatical errors, punctuation errors, spelling errors, or any other errors found in an assessment.**
11. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the methods listed below.

- a) Student email
- b) BlackBoard announcement
- c) In class announcement

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

For computer or log in issues please contact Tech Support at techsupport@parisjc.edu

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

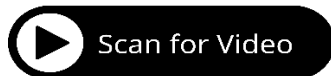
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Important Dates:

Official Report Date is **October 26**.

Last Day to Drop Classes with a "W" is **November 24**.

Thanksgiving Holiday is **November 25 – 27**.

Final Exam is **December 7 - 10**.

Fall Commencement is **December 11**.

All assignments must be completed and submitted by 11:59 p.m., Wednesday, December 9.

ITSW 1401.20E0
Introduction to Word Processing
Spring 2026: Flex A – 2nd 8weeks

Instructor: Christopher Withrow & Wanda Duncan
Office: AS 151
Phone: N/A
Email: cwithrow@parisjc.edu
Office Hours: TBA

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

3 Credit Hours 2 Lecture Hours 4 Lab Hours

Prerequisite(s): It is highly recommended that the student has computer and/or keyboarding skills or be concurrently enrolled in a computer and/or keyboarding class to successfully complete this course. This course does not attempt to teach basic computer skills.

Associate degree seeking students and Level 2 certificate students **must be** TSI compliant before degree conferral. If applicable, see your counselor / advisor for more information and to schedule the TSI testing.

If Applicable: TSI Requirement

NOTE: ACGM courses typically require TSI compliance or waiver. Associate's degree and Level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Shelly Cashman Series, Microsoft Office 365: Comprehensive.
Misty Vermaat
Cengage Learning
Inclusive Access: 9780357676660

Inclusive Access is being used for this course which means the cost of course materials are included in the tuition (includes ebook and access to homework assignments).

Do **NOT** "opt out." If you "opt out," you will be responsible for paying for the course materials out of pocket.

You do not have to purchase anything from the PJC Bookstore.

Other Course Materials:

None

Access to the Internet, e-mail, and Microsoft Office 365 (includes Word, Excel, Access, and PowerPoint) must be installed on your home computer if you work on your assignments at

home. If you work on your assignments on campus, the software is already installed on those computers.

Please see BlackBoard “Announcements” for a downloadable link for Microsoft Office 365. If you have trouble downloading the software, please reach out to the IT Help Desk at helpdesk@parisjc.edu.

If you are the only user of your computer, you may store your documents on your hard drive. If you cannot, it is recommended that you buy a USB Flash Memory Drive (jump drive). Try to buy one with at least 1TB of memory which will store all of your documents which can be used for other courses too. You can get the flash drives at WalMart or any other store that sells flash drives. The PJC Bookstore also has them for sale. You can use grant money to buy one at the bookstore.

Basic computer Requirements: Generally, a computer manufactured within the last five years is adequate. **MacBooks** and **Chromebooks** are **NOT** supported. To complete the assignments a **Windows**-based computer will be needed.

Course Goals and Objectives:

Upon successful completion of this course, the student will have:

1. Demonstrated the ability to use intermediate word processing, spreadsheet, database, and/or presentation software techniques.
2. Demonstrated the ability to apply integration techniques to produce documents.

Student Learning Outcomes:

1. Demonstrated proficiency using industry application software.

Course Requirements and Evaluation:

The first assignment is a Syllabus Quiz and an IceBreaker Discussion Board Forum which the student must complete before ORD (**August 31**) to avoid being dropped.

This is an **8-week** course that runs from **August 24** to **October 15**.

This course does not attempt to teach basic use of a computer. All students must be able to search the Internet, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Course will be presented via **BlackBoard** and **MindTap**.

Students are expected to access this course a minimum of three times a week to keep current with course activities.

Student is responsible for the following:

- Access to necessary computer resources
- Read assigned material as on schedule
- Complete all homework assignments on time
- Prepare diligently for quizzes and examinations

- Take quizzes and examinations as scheduled
- **Inquire** if you do not comprehend the material
- Follow the policies set forth in this syllabus and as specified by the college

Due to the type of material that must be covered within this course, students will be required to accomplish an extensive amount of reading, studying, and solving homework problems. It is vital for students not to fall behind as it will be quite challenging to catch up. Students are to be held responsible for learning all the material in the textbook, the information provided in each chapters PowerPoint, and homework problems. Students are encouraged to study with classmates to assist in mastery of the course content.

The course will cover seven (7) modules and two (2) capstones.

- Modules 1 - 3.
- Modules 4 – 7
 - The capstones will be available to you to take on your home computer using the honor system.
 - You need to complete your work early so that if you encounter a problem you can contact the instructor in time to get a response and resolve the problem.

Students should read all modules and complete the assessments to prepare for the capstones. **Module Assessments:** All module assessments will be completed via **BlackBoard** and **MindTap**. There is no time limit. NO makeup or extra credit will be given. Students should be familiar with the subject matter before attempting the capstones. The due date of each module and capstones are listed in the schedule which can be accessed from the Homepage of the BlackBoard course.

Orientation: Students are expected to read and become familiar with the Syllabus and the course calendar. Students should also become familiar with the content and location of all items in the course.

If a student needs to discuss an assessment or needs help completing assessments, the student should e-mail the Instructor and/or come to the PJC Paris campus for individual instruction with the Instructor. The Instructor is always willing to tutor and/or help in successfully completing the course.

Grades:

Grades are based on a point system for completion of assessments which include MindTap assessments, Capstones, Exams, a BlackBoard Discussion Forum, and a BlackBoard Syllabus Quiz.

All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded.

Successful online learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Office 365.

Letter grades will be assigned based on the following point scale: 2259 – 2510 = A 90 - 100 = A
2008 – 2258 = B 80 - 89 = B
1757 – 2007 = C 70 - 79 = C
1506 – 1756 = D 60 - 69 = D
0 – 1505 = F - 59 = F

All **assessments** will be completed within **BlackBoard** utilizing **MindTap**.

The following list details how many times an assessment can be taken:

- Module Projects can be taken up to three (3) times.
- Training Projects can only be taken one (1) time.
- Module Exams can be taken up to three (3) times.
- Capstones can be taken up to three (3) times.

Checking your Grade:

To check your grades, click “My Grades” tab. BlackBoard may show only the total number of points possible for each assessment and your score. The total points possible for the course may include work which you have not been assigned yet. To turn any score into a percentage, divide the number of points you received by the number of points possible.

Viewing Grades:

Grades are usually posted in BlackBoard within one week following the due date. The student must log into **BlackBoard** to complete **ALL MindTap** assessments.

Course Procedures:

- **Microsoft Office 365** and **MindTap** are required for this course.
- A student is expected to be regular and punctual in submitting assignments. Failure to complete required assignments will negatively affect the student’s final grade. Deadlines are established at the beginning of the semester.
- Contact your Instructor immediately if an emergency arises and you are unable to submit your work or attend class as required.
- If you find that you cannot complete the course for any reason, contact your Instructor and refer to your college catalog for withdrawal procedures.
- Students must check the course frequently for announcements, and students must actively participate in class discussions.
- Minimum of **10 hours per week** of computer time is required for students to complete assessments. More computer time may be required, depending on your typing speed and computer knowledge.
- See the course schedule for when assignments are due.

Open lab:

AS 152 - TBD

One-on-one tutoring available (email for an appointment)

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD)(**August 31**). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

All assessments and due dates are posted well in advance, so it is reasonable to expect quality work from students submitted well before the due date. If you do not procrastinate, there should be no reason you cannot submit assessments promptly. Plan on turning in all work by the due date – there will be no make-up work or extra credit given.

You will find all the assessments for **MindTap** are linked into BlackBoard. **You must log into BlackBoard to complete all assignments.** The assignments must be completed before the due date. You are encouraged to work ahead in case there are questions that may arise.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1**.

All work is completed online. Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities.

- **Check-in on a regular basis.** To be in attendance, you must be on the BlackBoard course Web site at least three (3) out of seven (7) days each week. Being present means you should be involved in any discussions and be current in turning in homework, projects, and assessments. Being present means you check your school e-mail account at least once every day.
- **Verify your course enrollment.** On the first day of the online course complete the IceBreaker Discussion Board and Syllabus Quiz. Students must complete these assignments in each course to verify their course enrollment. **If you do not complete these assignments by ORD, you will be dropped from the course.**
- **Plan on spending at least two hours of work time for every credit hour that the course receives.** As a rule of thumb, colleges assume that you will attend as many hours as are listed in the credit hours, then do homework and prepare in an equivalent number of hours during each week. In an online course, the distinction between attendance and study hours is removed, but the same minimum amount of time is necessary. In actual practice, some courses take many more hours of study.
- **Your Instructor can tell if you are visiting the course site.** There are tools in BlackBoard that allow your Instructor to get general statistics about how often you visit the course site. Sometimes, they can even tell you have visited specific parts.

Students that have never attended class before ORD will be withdrawn from the course by the institution. Students enrolled in an online course must "log in" and complete the week one assignment (Syllabus Quiz and IceBreaker Discussion Board) before ORD to be

considered an active student or to be considered attending class.

Please consult the Paris Junior College Student Handbook to review all policies and procedures.

Instructor Response and Availability:

The Instructor's preferred method of contact is e-mail. The Instructor will answer e-mail as soon as possible. If an e-mail was sent Monday – Wednesday, expect a response within 24 hours except for holidays and closures. If you have not heard from the Instructor within a reasonable time frame, please send another e-mail.

If the e-mail was sent Thursday – Sunday, expect an answer on Monday or Tuesday except for holidays and closures.

If you have a question, please be sure to put "ITSW 1401 Question" or "ITSW 1401 Question About" as the subject line of the e-mail message. If you do, you are likely to get a faster response. Please include your name on all correspondence.

Dragonmail is the primary contact e-mail for students. Please check your e-mail daily. In addition, please check "Announcements" in BlackBoard daily.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Netiquette:

Netiquette is another word for online communication guidelines. Netiquette can be summarized by three simple understandings: remember that there is a human being on the other end of your communication, treat that human being with respect, and do not transmit any message that you wouldn't be willing to communicate face to face. Due to the nature of the online environment, here are some things to remember:

1. Be careful what you write about others.
2. Avoid offensive language, especially comments that might be construed as discriminatory.
3. Be careful with humor and sarcasm. One person's humorous comment may push another person's buttons or may even be seen as offensive.
4. Avoid putting words into full capitals. Online, all-caps is considered SHOUTING.
5. Write descriptive subject lines. Some people receive so much email that they begin to delete some messages without viewing them. To avoid this fate, make sure your subject lines are descriptive.
6. Use writing tricks like "emoticons," acronyms, and extra punctuation, but use them judiciously.
7. Respect other people's intellectual property. Don't post, display, or otherwise provide access to materials belonging to others, and cite references as appropriate.

8. Always think before you write. In other words without the use of non-verbal's with your message, your message can be misinterpreted. So please think twice before you hit submit.
9. Keep it relevant. Do not stray from the discussion in the assigned questions.
10. Make sure that you are using appropriate grammar and structure. In other words, I don't want to see anyone writing "R U" instead of "are you". There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. **Two (2) Points will be deducted for grammatical errors, punctuation errors, spelling errors, or any other errors found in an assessment.**
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Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising &

Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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This syllabus is subject to change at any time. When changes are made students will be informed of the change by the methods listed below.

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Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

For computer or log in issues please contact Tech Support at techsupport@parisjc.edu

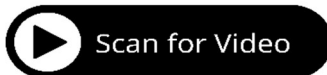
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Important Dates:

Official Report Date is **August 31**.

Labor Day Holiday is **September 7**.

Last Day to Drop Classes with a “W” is **October 1**.

Final Exam is **October 12 - 15**.

All assignments must be completed by 11:59 p.m. on Wednesday, October 14.

Course Schedule:

Week 1:	IceBreaker Discussion Board Syllabus Quiz Module 1: Creating and Modifying a Flyer
Week 2:	Module 2: Creating a Research Paper
Week 3:	Module 3: Creating a Business Letter Modules 1 – 3 Capstone
Week 4:	Module 4: Creating a Multipage Document
Week 5:	Module 5: Creating a Resume and Sharing Documents
Week 6:	Module 6: Using Mail Merge
Week 7:	Module 7: Creating a Newsletter
Week 8:	Modules 4 – 7 Capstone

ITSW 2334.20F0
Advanced Spreadsheets
Fall 2026 – Flex B: 2nd 8-weeks

Instructor: Wanda Duncan

Office: AS 151

Phone: 903.782.0378

Email: wduncan@parisjc.edu

Office Hours: TBA within BlackBoard/DragonMail

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions.

3 Credit Hours 2 Lecture Hours 4 Lab Hours

Prerequisite(s): ITSW 1304. It is highly recommended that the student has computer and/or keyboarding skills or be concurrently enrolled in a computer and/or keyboarding class to successfully complete this course. This course does not attempt to teach basic computer skills.

Associate degree seeking students and Level 2 certificate students must be TSI compliant before degree conferral. If applicable, see your counselor / advisor for more information and to schedule the TSI testing.

If Applicable: TSI Requirement

NOTE: ACGM courses typically require TSI compliance or waiver. Associate's degree and Level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Shelly Cashman Series: Microsoft Office 365: Comprehensive.

Freund/Starks/Schemieder

Cengage Learning

Inclusive Access: 9780357676660

Inclusive Access is being used for this course which means the cost of course materials are included in the tuition (includes ebook and access to homework assignments).

Do **NOT** "opt out." If you "opt out," you will be responsible for paying for the course materials out of pocket.

Other Course Materials:

None.

Access to the Internet, e-mail, and Microsoft Office 365 (includes Word, Excel, Access, and PowerPoint) must be installed on your home computer if you work on your assignments at home. If you work on your assignments on campus, the software is already installed on those computers.

Please see BlackBoard "Announcements" for a downloadable link for Microsoft Office 365. If you have trouble downloading the software, please reach out to the IT Help Desk at helpdesk@parisjc.edu.

If you are the only user of your computer, you may store your documents on your hard drive. If you cannot, it is recommended that you buy a USB Flash Memory Drive (jump drive). Try to buy one with at least 1TB of memory which will store all of your documents which can be used for other courses too. You can get the flash drives at WalMart or any other store that sells flash drives. The PJC Bookstore also has them for sale. You can use grant money to buy one at the bookstore.

Basic computer Requirements: Generally, a computer manufactured within the last five years is adequate. **MacBooks** and **Chromebooks** are **NOT** supported. To complete the assignments for this course a **Windows**-based computer will be needed.

Course Goals and Objectives:

Upon successful completion of this course, the student will have:

1. Create and Design Macros
2. Use Data Analysis Features
3. Develop Solutions using Linked Worksheet

Student Learning Outcomes:

1. Utilized industry standard application software to produce personal, business, and academic reports, and presentations.
2. Demonstrated knowledge of computer industry terminology and jargon.

Course Requirements and Evaluation:

The first assignment is a Syllabus Quiz and an IceBreaker Discussion Board Forum which the student must complete before the Official Reporting Date (**October 26**) to avoid being dropped.

This is an **8-week** course that runs from **October 19** to **December 10**.

This course does not attempt to teach basic use of a computer. All students must be able to search the Internet, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Course will be presented via **BlackBoard** and **MindTap**.

Students are expected to access this course a minimum of three times a week to keep current with course activities.

Student is responsible for the following:

- Purchase required materials
- Access to necessary computer resources
- Read assigned material as on schedule
- Complete all homework assignments on time
- Prepare diligently for quizzes and examinations
- Take quizzes and examinations as scheduled
- **Inquire** if you do not comprehend the material
- Follow the policies set forth in this syllabus and as specified by the college

Due to the type of material that must be covered within this course, students will be required to accomplish an extensive amount of reading, studying and solving homework problems. It is vital for students not to fall behind as it will be quite challenging to catch up. Students are to be held responsible for learning all the material in the textbook, the information provided in each

chapters PowerPoint, and homework problems. Students are encouraged to study with classmates to assist in mastery of the course content.

There is one **Capstone Project**:

- Modules 8 - 11
- There are **three** attempts to achieve the highest grade possible.
- You need to complete your work early so that if you encounter a problem you can contact me in time to get a response and resolve the problem.

Students should read and complete Modules 8 – 11 and review assessments to prepare for the capstone project. If you fail to complete the module assessments during its availability period, then the assessment may not be available for review.

Chapter Assessments: All module assessments will be completed through BlackBoard where all assessments are linked to **MindTap**. There is no time limit. NO makeup or extra credit will be given. Students should be familiar with the subject matter before attempting the exams. The due date of each chapter and exams are listed in the schedule which can be accessed from the Homepage of your BlackBoard course.

MindTap assessments can be taken **three (3) times** to improve grade.

Orientation: Students are expected to read and become familiar with the Syllabus and the course calendar. Students should also become familiar with the content and location of all items in the course.

If a student needs to discuss an assessment or needs help completing assessments, the student should e-mail the Instructor, call the Instructor, and/or come to the PJC Paris campus for individual instruction with the Instructor. The Instructor is always willing to tutor and/or help in successfully completing the course.

Grades:

Grades are based on a point system for completion of assessments which include training, projects, exams, capstone, a BlackBoard Discussion Forum, and a BlackBoard Syllabus Quiz.

All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded.

Successful online learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Office 365.

Letter grades will be assigned based on the following point scale:

1449 - 1610 = A	90 - 100 = A
1288 - 1448 = B	80 - 89 = B
1127 - 1287 = C	70 - 79 = C
966 - 1126 = D	60 - 69 = D
0 - 965 = F	0 - 59 = F

The assessments are broken-down as follows:

Syllabus Quiz = 1 assessment

BlackBoard Discussion Board Forum = 1 assessment

Training (PRACTICE) Projects = 5 assessments

Textbook Projects = 5 assessments

Projects = 4 assessments

Exams = 5 assessments

Capstone = 1 assessment

Checking your Grade:

To check your grades, click the “Grades” tab. BlackBoard may show only the total number of points possible for each assessment and your score. The total points possible for the course may include work which you have not been assigned yet. To turn any score into a percentage, divide the number of points you received by the number of points possible.

Viewing Grades:

Grades as usually posted in BlackBoard within one week following the due date.

All module assessments will be completed by logging into **BlackBoard**, select “Modules” tab, select a “module,” and then select the “assignment” you are wanting to complete. Once you have selected the assignment, the “**MindTap**” window will appear and you can then begin working on the assignment.

Course Procedures:

- **Microsoft Office 365** and **MindTap** are required for this course.
- A student is expected to be regular and punctual in submitting assignments. Failure to complete required assignments will negatively affect the student’s final grade. Deadlines are established at the beginning of the semester.
- Contact your Instructor immediately if an emergency arises and you are unable to submit your work or attend class as required.
- If you find that you cannot complete the course for any reason, contact your Instructor and refer to your college catalog for withdrawal procedures.
- Students must check the course frequently for announcements, and students must actively participate in class discussions.
- Minimum of **10 hours per week** of computer time is required for students to complete assessments. More computer time may be required, depending on your typing speed and computer knowledge.
- See the course schedule for when assignments are due.

Open lab:

AS 152

One-on-one tutoring available (call or e-mail for an appointment)

Required Activity:

All students must complete the First Assignment located in the “Course Content” section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

All assessments and due dates are posted well in advance, so it is reasonable to expect quality work from students submitted well before the due date. If you do not procrastinate, there should be no reason you cannot submit assessments promptly. Plan on turning in all work by the due date – there will be no make-up work or extra credit given.

You will find all the assessments for **MindTap** are linked into **BlackBoard**.

You must log into BlackBoard to complete all assignments. The assignment must be completed before the due date. You are encouraged to work ahead in case there are questions that may arise.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **November 24**.

All work is to be completed online. Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities.

- **Check-in on a regular basis.** To be in attendance, you must be on the BlackBoard course Web site at least three (3) out of seven (7) days each week. Being present means you should be involved in any discussions and be current in turning in homework, projects, and assessments. Being present means you check your school e-mail account at least once every day.
- **Verify your course enrollment.** On the first day of the online course complete the IceBreaker Discussion Board and Syllabus Quiz. Students must complete these assignments in each course to verify their course enrollment. **If you do not complete these assignments by ORD, you will be dropped from the course.**
- **Plan on spending at least two hours of work time for every credit hour that the course receives.** As a rule of thumb, colleges assume that you will attend as many hours as are listed in the credit hours, then do homework and prepare in an equivalent number of hours during each week. In an online course, the distinction between attendance and study hours is removed, but the same minimum amount of time is necessary. In actual practice, some courses take many more hours of study.
- **Your Instructor can tell if you are visiting the course site.** There are tools in BlackBoard that allow your Instructor to get general statistics about how often you visit the course site. Sometimes, they can even tell you have visited specific parts.

Students that have never attended class before the Official Reporting Day (ORD) will be withdrawn from the course by the institution. Students enrolled in an online course must “log in” and complete the week one assignment (Syllabus Quiz and IceBreaker Discussion Board) before ORD to be considered an active student or to be considered attending class.

Please consult the Paris Junior College Student Handbook to review all policies and procedures.

Instructor Response and Availability:

The Instructor's preferred method of contact is e-mail. The Instructor will answer e-mail as soon as possible. If an e-mail was sent Monday – Wednesday, expect a response within 24 hours except for holidays and closures. If you have not heard from the Instructor within a reasonable time frame, please send another e-mail.

If the e-mail was sent Thursday – Sunday, expect an answer on Monday or Tuesday except for holidays and closures.

If you have a question, please be sure to put "ITSW 2334 Question" or "ITSW 2334 Question About" as the subject line of the e-mail message. If you do, you are likely to get a faster response. Please include your name on all correspondence.

Dragonmail is the primary contact e-mail for students. Please check your e-mail daily. In addition, please check "Announcements" in BlackBoard daily.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Netiquette:

Netiquette is another word for online communication guidelines. Netiquette can be summarized by three simple understandings: remember that there is a human being on the other end of your communication, treat that human being with respect, and do not transmit any message that you wouldn't be willing to communicate face to face. Due to the nature of the online environment, here are some things to remember:

1. Be careful what you write about others.
2. Avoid offensive language, especially comments that might be construed as discriminatory.
3. Be careful with humor and sarcasm. One person's humorous comment may push another person's buttons or may even be seen as offensive.
4. Avoid putting words into full capitals. Online, all-caps is considered SHOUTING.
5. Write descriptive subject lines. Some people receive so much email that they begin to delete some messages without viewing them. To avoid this fate, make sure your subject lines are descriptive.
6. Use writing tricks like "emoticons," acronyms, and extra punctuation, but use them judiciously.
7. Respect other people's intellectual property. Don't post, display, or otherwise provide access to materials belonging to others, and cite references as appropriate.
8. Always think before you write. In other words without the use of non-verbal's with your message, your message can be misinterpreted. So please think twice before you hit submit.
9. Keep it relevant. Do not stray from the discussion in the assigned questions.
10. Make sure that you are using appropriate grammar and structure. In other words, I don't want to see anyone writing "R U" instead of "are you". There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. **Two (2) Points will be deducted for grammatical errors, punctuation errors, spelling errors, or any other errors found in an assessment.**

11. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the methods listed below.

- a) Student email
- b) BlackBoard announcement
- c) In class announcement

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

For computer or log in issues please contact Tech Support at techsupport@parisjc.edu

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Important Dates:

Official Report Date is **October 26**.

Last Day to Drop Classes with a “W” is **November 27**.

Thanksgiving Holiday is **November 25 – 27**.

Fall Commencement is **December 11**.

Final Exam is **December 7 – 10**.

All assignments must be completed by **11:59 p.m., Wednesday, December 9**.

Course Schedule:

Week 1:	IceBreaker Discussion Board Syllabus Quiz Register for MindTap
Week 2:	Module 7: Creating Templates, Importing Data, and Working with SmartArt, Images, and Screenshots
Week 3:	Module 8: Working with Trendlines, PivotTables, PivotCharts, and Slicers
Week 4:	Module 9: Formula Auditing, Data Validation, and Complex Problem Solving
Week 5:	Module 10: Data Analysis with Power Tools and Creating Macros
Week 6:	Module 11: User Interfaces, Visual Basic for Applications (VBA), and Collaboration Features
Week 7:	Capstone: Modules 8 – 11
Week 8:	Complete any missing assignment(s)

KAREN JAN ELMORE

Emory, Texas | 903-474-1047 | jelmore@parisjc.edu

PROFESSIONAL PROFILE

Experienced educator with more than 30 years of classroom teaching experience spanning higher education, secondary education, mathematics, and the sciences. Currently serving as an Adjunct Mathematics Instructor at Paris Junior College, teaching Developmental Mathematics. Holds a Master of Science in Physics and a Bachelor of Science in Composite Science and Secondary Education, along with a Texas Lifetime Teaching Certificate in Biology, Chemistry, Physics, and Earth Sciences. Extensive experience in curriculum development, student instruction, educational technology, grant programs, textbook adoption, and academic leadership.

HIGHER EDUCATION TEACHING EXPERIENCE

PARIS JUNIOR COLLEGE — Paris, Texas

Adjunct Mathematics Instructor | 2023–Present

Course Taught: Developmental Mathematics

Provide mathematics instruction and academic support to college students, with an emphasis on strengthening foundational mathematical skills, problem-solving, and preparation for college-level coursework.

EAST TEXAS STATE UNIVERSITY — Commerce, Texas

Summer Laboratory Instructor | One Term

- Served as a summer laboratory instructor in a university setting.
- Provided laboratory instruction and student supervision.
- Supported students through hands-on laboratory activities and science instruction.

SECONDARY EDUCATION EXPERIENCE

COMO-PICKTON CISD — Como, Texas

Science Teacher | 1990–2007

- Taught secondary science courses across multiple disciplines.
- Developed and implemented classroom and laboratory instruction.
- Served as Curriculum Leader.
- Participated in the Communities in Schools grant program.
- Incorporated educational technology into classroom instruction.
- Supported curriculum development and instructional improvement initiatives.

RAINS HIGH SCHOOL — Emory, Texas

Science Teacher | 2007–2012

- Taught secondary science courses and provided classroom and laboratory instruction.
- Supported students in developing scientific reasoning and problem-solving skills.

Substitute Teacher | 2013–2015

Science Teacher — Retire/Rehire | 2015–2022

- Returned to classroom teaching following retirement and continued providing secondary science instruction and student support.

ALBA-GOLDEN ISD

Substitute Teacher | 2023–Present

- Provide substitute instructional services across the district.

EDUCATION

Texas A&M; University-Commerce

Master of Science — Physics

East Texas State University

Bachelor of Science — Composite Science and Secondary Education | 1986–1989

Southwest Missouri State University

Undergraduate Studies | 1974–1977

Clever High School

Clever, Missouri

TEXAS TEACHING CERTIFICATION

Texas Lifetime Teaching Certificate

- Biology
- Chemistry
- Physics
- Earth Sciences

PROFESSIONAL HONORS, GRANTS & SERVICE

- Region 8 Technology Teacher of the Year
- NASA Colleague
- Toyota Tapestry Grant Recipient
- National Science Teachers Association (NSTA) Grant Reading Committee — Washington, D.C.
- Texas State Textbook Adoption Committee — Physical Science Textbooks
- Communities in Schools Grant Program — Como-Pickton CISD
- Curriculum Leader — Como-Pickton CISD

AREAS OF TEACHING EXPERTISE

Developmental Mathematics • Mathematics Education • Physics • Chemistry • Biology • Earth Sciences • Composite Science • Laboratory Instruction • Science Curriculum Development • Educational Technology • STEM Education • Student Academic Support • Curriculum Leadership • Textbook Selection and Adoption • Grant-Funded Educational Programs

ADDITIONAL PROFESSIONAL EXPERIENCE

OWNER & OPERATOR — GROCERY STORE AND DELI

Sulphur Bluff, Texas | 1980–1986

Owned and operated an independent grocery store and deli, with responsibility for daily business operations, customer service, purchasing, inventory, and financial management.

KRAFT FOODS

1974–1977

PROFESSIONAL SUMMARY

Karen Jan Elmore brings extensive experience in mathematics and science education, curriculum development, laboratory instruction, educational technology, and student support. Her combination of university laboratory instruction, college developmental mathematics teaching, and decades of secondary classroom experience provides a broad foundation for serving students at Paris Junior College.



PARIS JUNIOR COLLEGE
PARIS, GREENVILLE & SULPHUR SPRINGS, TEXAS

ENGL 1301-20E0
Composition and Rhetoric and Reading
(Fall A- 2026)

Instructor: Kaitlin Jeffery
Office: Virtual
Phone: 940-703-8826
Email: kjeffery@parisjc.edu
Office Hours: Monday-Friday 2:45 AM -3:20 PM

Meeting Location: Online
Meeting Days: Monday - Friday
Meeting Times: Online

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Required Textbook(s) and Materials:

*Patterns for College Writing Kirsznar Edition 16th Publisher MPS ISBN-13
9781319532345*

Novels:

*Bradbury, Ray. Fahrenheit 451. 60th Anniversary ed. Simon & Schuster Paperbacks, 2013.
ISBN: 978-1-4516-7331-9*

Course Goals and Objectives:

- 1. Exhibit a knowledge of proper research and writing skills, which include an understanding of databases and writing procedures.*
- 2. Exhibit Communication Skills- Students will be able to communicate written, visual, and oral ideas effectively.*
- 3. Exhibit Independent responsibility for one's work which includes completing writing and reading assignments, as well as presentations.*
- 4. Exhibit the ability to work with peers and be open to various interpretations and perspectives.*

Course Schedule:

ENGL 1301 calendar and weekly assignments will be uploaded in PJC Blackboard. The calendar is subject to change based on the instructor.

Course Requirements and Evaluation:

Semester Grades:

Discussion Post: 100 points each

Quizzes: 100 points each

*Essays: Narrative (300 points), Descriptive (300 points), and Exemplification(300 points).
Research (500 points)*

The Lab is 15% of your FINAL grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

ENGL 1301 Labs (Online):

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under **ANY** circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours.

Discussions:

You must post by 11:59 PM on the assigned day and you must respond to one classmate by Saturday at 11:59 PM. Your initial post should be 250 words. Your response should be no less than three sentences.

Grading:

Students will be graded based on their quality of work at the discretion of the instructor. The final grade is determined by the instructor. Work will be graded by seven days after the due date.

Respondus Lock Down:

Your essays, tests, and quizzes will be monitored by Respondus Lockdown. This means that you will only be able to access that page when completing your essays, tests, and quizzes. If you are on a school issued computer, please make sure to check with your IT Department and make sure that it will not be blocked. If you run into problems, please email me.

Emailing Instructor: Please expect a response within 24-48 hours.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, October 1st.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the

classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

English AI Policy:

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

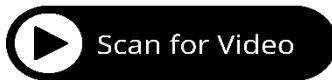
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

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Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level

competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical Responsibility.

Please look at blackboard under the calendar for due dates.

**AGRI 2321
Livestock Evaluation
Fall 2026**

Instructor: Taylor Russell
Office: Ag 100
Phone: (972) 636-9991
Email: trussell@parisjc.edu
Office Hours: 8:15 am - 3:40 pm

Meeting Location: AG 100
Meeting Days: Monday - Friday
Meeting Times: 2:02 - 2:25 pm

Course Description:

Evaluation and grading of market cattle, swine, sheep, and goats and their carcasses and wholesale cuts.

Emphasis will be placed on value determination. Selection and evaluation of breeding cattle, sheep, swine, and goats with emphasis on economically important traits.

Prerequisite: None

Corequisite: None

Credits: 3 hours

Required Textbook(s) and Materials: None

Course Goals and Objectives:

Upon successful completion of this course, students will:

- *Accurately evaluate and grade meat animals (cattle, swine, sheep, and goats), their carcasses, and wholesale cuts according to USDA and industry standards. Determine market value for meat animals, carcasses, and whole cuts.*
- *Evaluate and select breeding animals based upon their economic potential in common production scenarios.*
- *Apply knowledge of both subjective and objective techniques, tools, and information in order to make evaluation, grading, and selection decisions in practical production scenarios.*

Course Requirements and Evaluation:

Students will be given the following opportunities to demonstrate knowledge of class material. The course has a total of 850 points.

Assignments:	275 points (11 assignments, 25 points each, lowest score will be dropped)
Exams:	200 points (2 exams, 100 points each, lowest score will be dropped)
Midterm Exam:	150 points (1)
Comprehensive Final:	225 points (1)

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

***Note: Assignments may not be completed late. Assignments are in person and cannot be made up in the event of an absence but they may be completed off campus within the assigned window. There is one dropped Assignment grade. Students must pre plan for exams. If you are absent on exam dates, arrangements should be made BEFORE missing the exam. Students are expected to schedule a tutorial time to make up missed exam prior to their absence. Failure to complete an exam according to these guidelines will result in an exam grade of zero. There is one dropped Exam grade.

Course Policies:

Cell phone use will be restricted during class time in order to encourage active learning. Note taking is an important part of any college lecture course. Students are expected to engage in all parts of the lesson and provide feedback on their learning needs. Content discussions will be posted weekly in order to assess the topics and activities. Assignments will be completed in person and if you are absent, you must complete the assignment before the availability window closes. Exams are taken in class only. You may not retake or make up missed exams. YOU MUST COMMUNICATE AN ABSENCE IN ADVANCE OF MISSING AN EXAM. Missed exams without prior communication will result in a zero and no opportunity for retake.

Class Attendance:

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Class Conduct:

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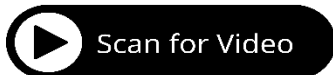
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8/24 - 28	History, Terminology, & Industry	Lecture & Assignment
8/31 - 9/4	Beef Cattle Operations & Identification	Lecture & Assignment
9/8 - 11	Beef Cattle Anatomy & Evaluation	Lecture & Assignment
9/14 - 18	Beef Cattle Meat Cuts: Wholesale & Retail	Lecture & Assignment
9/21 - 25	Exam	Exam
9/28 - 10/2	Swine Operation & Identification	Lecture & Assignment
10/5 - 9	Midterm	Exam
10/12 - 16	-	
10/19 - 23	Swine Anatomy & Evaluation	Lecture & Assignment
10/26 - 30	Swine Meat Cuts: Wholesale & Retail	Lecture & Assignment
11/2 - 6	Exam	Exam
11/9 - 13	Sheep & Goats Operation	Lecture & Assignment
11/16 - 20	Sheep Anatomy & Evaluation	Lecture & Assignment
11/23 - 27	Goat Anatomy & Evaluation	Lecture & Assignment
11/30 - 12/4	Sheep & Goat Meat Cuts: Wholesale & Retail	Lecture & Assignment
12/7 - 11	Final	Exam

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

**MATH 0300.30A0/PJCM 0300.03E (CRN 84885)
Elementary Algebra
Fall 2026**

Instructor: Jeff Norris

Office: PJC GC

Phone: (903)-885-1232

Email: jnorris@parisjc.edu

Office Hours: 30 minutes before class or by appointment

Meeting Location: DTH-325

Meeting Days: Tuesdays; Thursdays

Meeting Times: 9:30 a.m – 10:45 a.m.

Course Description:

Topics covered include operations on signed numbers, properties of real numbers, evaluating and simplifying variable expressions, linear equations and inequalities, application of linear equations, formulas and problem solving, graphs and functions, and solving systems of linear equations. Prerequisite: Placement by ETAMU based on math placement score.

Textbook:

Developmental Mathematics, 4th ed. Lial/Hornsby/McGinnis/Hestwood

NOTE: Students are not required to purchase the text. The cost of online access to the text and required homework assignments is covered with the tuition payment for the course.

Course Goals/Objectives:

- Student will perform indicated operations on signed integers and rational numbers; use the Order of Operations agreement to simplify algebraic expressions; use the rules of exponents to simplify exponential expressions.
- Student will solve one-step linear equations in one variable; evaluate and simplify variable expressions; solve simple problems involving perimeter, area and volume.
- Student will solve linear equations in one variable; solve problems involving mixtures, motion, and formulas; solve linear inequalities in one variable and graph their solution set
- Student will be able to use rules of exponents to simplify algebraic expressions
- Student will accurately perform arithmetic operations (addition, subtraction, multiplication, and division) on polynomials
- Student will be able to factor polynomials and use factoring to solve quadratic equations

Student Learning Objectives:

- The student is expected to use arithmetic, algebraic and critical thinking to model and solve real-world problems.
- The student is expected to interpret basic mathematical information verbally and graphically.
- The student is expected to evaluate basic mathematical information numerically and symbolically.

Course Requirements and Evaluation:

Students are expected to attend class regularly and to be prepared each time the class meets. Grades for the semester are calculated based on the student's performance on homework, four major tests, and the comprehensive final examination. Course grades are calculated as follows:

Homework Average	50%
Test Average (4 Major Tests)	40%
Comprehensive Final Exam	10%

Final course grades are assigned based on overall course average as follows:

<u>Course Average</u>	<u>Course Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

First Assignment:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Homework:

Each homework assignment consists of multimedia items (textbook, instructional videos, etc.) and roughly 10 to 12 homework problems. Your homework average constitutes 50% of your overall course grade. Any work done after the due date for a given assignment will be subject to a 20% penalty.

Tests:

We will have 4 major tests in the course as well as a comprehensive, departmental final exam. Test dates will be announced two weeks in advance and you will be given a practice test at least one week before each exam to help you prepare. Each test grade makes up 10% of your course average. I give makeup exams only for valid, unavoidable circumstances. At the end of the semester, I'll replace your lowest major test grade with your score on the final exam (if the final exam score is the higher of the two). Tests are traditional free response math tests taken in class. The final exam is a comprehensive, multiple choice exam and constitutes 10%

of your overall course average. You must take the final exam to be eligible to pass the course. Our final exam will be administered in class on **Thursday, December 10th at 8:00 a.m. in DTH - 325.**

Course Policies:

Class will start promptly each class day. Please be on time and prepared. If you are unavoidably late, you will likely find our classroom door locked. If so, please knock and I'll let you in. Obviously, this will be very disruptive to our class, so make every effort to be on time. It is important that you check your PJC Dragon email account regularly as this is my best means of communication outside of class meetings.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, November 12th.**

Class Conduct:

Please turn off or silence and put away all cell phones, headphones, etc. before entering the classroom. No obscene/vulgar language will be permitted in the classroom. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.)

authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a

concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Mathematics Department Artificial Intelligence Policy:

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework, but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test; therefore, cell phone calculators and AI tools are not allowed for any test.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher) You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Disclaimer:

Course policies and procedures outlined in this document are subject to change in case of extenuating circumstances.

Course Schedule:

DATE	ASSIGNMENT	DATE	ASSIGNMENT
8/25	2.5: Multiplying Fractions 2.7: Dividing Fractions	10/15	Test 2 – Chapter 10
8/27	3.1: Adding and Subtracting Like Fractions 3.2: Least Common Multiples 3.3: Adding and Subtracting Unlike Fractions	10/20	12.3: An Application of Exponents: Scientific Notation
9/1	9.1: Exponents, Order of Operations, and Inequality	10/22	12.4: Adding and Subtracting Polynomials
9/3	9.2: Variables, Expressions, and Equations	10/27	12.5: Multiplying Polynomials
9/8	9.3: Real Numbers and the Number Line	10/29	12.6: Special Products
9/10	9.4: Adding Real Numbers 9.5: Subtracting Real Numbers	11/3	13.1: Greatest Common Factors; Factor by Grouping
9/15	9.6: Multiplying and Dividing Real Numbers 9.7: Properties of Real Numbers	11/5	Test 3 – Chapter 12
9/17	9.8: Simplifying Expressions	11/10	13.2: Factoring Trinomials 13.3: Factoring Trinomials by Grouping
9/22	10.1: The Addition Property of Equality 10.2: The Multiplication Property of Equality	11/12	13.4: Factoring Trinomials Using the FOIL Method
9/24	Test 1 – Chapters 2, 3, & 9	11/17	13.5: Special Factoring Techniques
10/29	10.3: More on Solving Linear Equations	11/19	Test 4 - Chapter 13
10/1	10.4: An Introduction to Applications of Linear Equations	11/26	Thanksgiving Break
10/6	10.5: Formulas and Additional Applications from Geometry	12/1	Tie up loose ends
10/8	10.6: Solving Linear Inequalities	12/1,3	Semester Review
10/13	12.1: The Product Rule and Power Rules for Exponents 12.2: Integer Exponents and the Quotient Rule	12/10	Final Exam @ 8:00 a.m. – 10:00 p.m.

These dates are tentative and are intended as a general guide to what we will be covering and when.

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**MATH 0300.30A3/PJCM 0300.04E (CRN 82451)
Elementary Algebra
Fall 2026**

Instructor: Jeff Norris

Office: PJC GC

Phone: (903)-885-1232

Email: jnorris@parisjc.edu

Office Hours: 30 minutes before class or by appointment

Meeting Location: DTH-325

Meeting Days: Tuesdays; Thursdays

Meeting Times: 11:00 a.m – 12:15 p.m.

Course Description:

Topics covered include operations on signed numbers, properties of real numbers, evaluating and simplifying variable expressions, linear equations and inequalities, application of linear equations, formulas and problem solving, graphs and functions, and solving systems of linear equations. Prerequisite: Placement by ETAMU based on math placement score.

Textbook:

Developmental Mathematics, 4th ed. Lial/Hornsby/McGinnis/Hestwood

NOTE: Students are not required to purchase the text. The cost of online access to the text and required homework assignments is covered with the tuition payment for the course.

Course Goals/Objectives:

- Student will perform indicated operations on signed integers and rational numbers; use the Order of Operations agreement to simplify algebraic expressions; use the rules of exponents to simplify exponential expressions.
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of your overall course average. You must take the final exam to be eligible to pass the course. Our final exam will be administered in class on **Tuesday, December 8th at 10:30 a.m. in DTH - 325.**

Course Policies:

Class will start promptly each class day. Please be on time and prepared. If you are unavoidably late, you will likely find our classroom door locked. If so, please knock and I'll let you in. Obviously, this will be very disruptive to our class, so make every effort to be on time. It is important that you check your PJC Dragon email account regularly as this is my best means of communication outside of class meetings.

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authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a

concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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Disclaimer:

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Course Schedule:

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9/1	9.1: Exponents, Order of Operations, and Inequality	10/22	12.4: Adding and Subtracting Polynomials
9/3	9.2: Variables, Expressions, and Equations	10/27	12.5: Multiplying Polynomials
9/8	9.3: Real Numbers and the Number Line	10/29	12.6: Special Products
9/10	9.4: Adding Real Numbers 9.5: Subtracting Real Numbers	11/3	13.1: Greatest Common Factors; Factor by Grouping
9/15	9.6: Multiplying and Dividing Real Numbers 9.7: Properties of Real Numbers	11/5	Test 3 – Chapter 12
9/17	9.8: Simplifying Expressions	11/10	13.2: Factoring Trinomials 13.3: Factoring Trinomials by Grouping
9/22	10.1: The Addition Property of Equality 10.2: The Multiplication Property of Equality	11/12	13.4: Factoring Trinomials Using the FOIL Method
9/24	Test 1 – Chapters 2, 3, & 9	11/17	13.5: Special Factoring Techniques
10/29	10.3: More on Solving Linear Equations	11/19	Test 4 - Chapter 13
10/1	10.4: An Introduction to Applications of Linear Equations	11/26	Thanksgiving Break
10/6	10.5: Formulas and Additional Applications from Geometry	12/1	Tie up loose ends
10/8	10.6: Solving Linear Inequalities	12/1,3	Semester Review
10/13	12.1: The Product Rule and Power Rules for Exponents 12.2: Integer Exponents and the Quotient Rule	12/8	Final Exam @ 10:30 a.m. – 12:30 p.m.

These dates are tentative and are intended as a general guide to what we will be covering and when.

**Math 1314.10A1
College Algebra
Fall 2026**

Instructor: John Fornof
Office: MS 111L
Phone: 903-782-0331
Email: jfornof@parisjc.edu

Meeting Location: MS 114
Meeting Days: TR
Meeting Times: 11:00 – 12:15

Office Hours:
Monday and Wednesday
Tuesday and Thursday

8:00 – 9:30; 3:00 – 4:00
12:30 – 4:00

Course Description: Lecture Course

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Credits: SCH = 3 credit hours per week.

TSI Requirement: Math 950

Prerequisite(s): Appropriate score on placement test

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson MyLab (Algebra and Trigonometry 7th ed. Blitzer; ISBN: 978-0-13-692217-9). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Student must have the necessary basic computer skills to successfully utilize Blackboard and MyLab. Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and MyLab.

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause:

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Course Goals and Objectives:**Student Learning Outcomes (Core Curriculum-Level)**

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level)

1. Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.
2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (MATH 1314 Course-Level)

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.

Course Requirements and Evaluation:

There will be four tests. Each test will contribute 12% to the final grade making a total of 48%. The final exam will be worth another 12%, leaving 40% for homework. *The final exam will be administered December 8th and is comprehensive. The student must take it to pass the course. If the grade on the final exam is higher than the lowest test score, I will drop the lowest test score and replace that grade with the higher grade make on the final exam.* Grades will be determined by overall percentage at the end of the course.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
< 60	F

Course Policies:

It is important to be ready to go with your paper and pencil out at the beginning of each class. Do your best to not be tardy, but if you are late, it is better to show up late than not at all. If you have to miss a class, please email me at jfornof@parisjc.edu so I can let you know what you missed. Homework will be assigned regularly. The purpose of these activities is to give you the practice necessary to become proficient in a given mathematical concept, to examine various applications of the given concept, and to prepare for the exams.

Class Attendance:

You are expected to attend and participate in class and complete all assignments by the assigned due date. You CAN NOT expect to do well in this class without attending class or completing all assignments. Absences are considered unexcused unless due to sickness, emergencies, or sanctioned school activities. **Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12th.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the

nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Statement on AI usage:

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by email and an announcement in Blackboard.

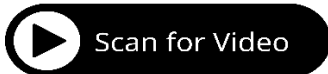
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Syllabus, MyLab

1.2 Linear Equations and Rational Equations

1.4 Complex Numbers

1.5 Quadratic Equations

1.6 Other Types of Equations

1.7 Linear Inequalities and Absolute Value Inequalities

8.1 Systems of Linear Equations in Two Variables Including Cramer's Rule

Test 1

2.1 Basics of Functions and Their Graphs

2.2 More on Functions and Their Graphs

2.3 Linear Functions and Slope

2.4 More on Slope

2.6 Combinations and Composite Functions

2.7 Inverse Functions

Test 2

3.1 Quadratic Functions

3.2 Polynomial Functions and Their Graphs

3.3 Dividing Polynomials

3.4 Zeros of Polynomial Functions

3.5 Rational Functions and Their Graphs

Test 3

4.1 Exponential Functions

4.2 Logarithmic Functions

4.3 Properties of Logarithms

4.4 Exponential and Logarithmic Functions

Test 4

Review

Final Exam (December 8)

**Math 1314.65A0
College Algebra
Fall 2026**

Instructor: John Forno
Office: MS 111L
Phone: 903-782-0331
Email: jforno@parisjc.edu

Meeting Location: Chisum HS
Meeting Days: TR
Meeting Times: 8:00 – 9:15

Office Hours:
Monday and Wednesday
Tuesday and Thursday

8:00 – 9:30; 3:00 – 4:00
12:30 – 4:00

Course Description: Lecture Course

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Credits: SCH = 3 credit hours per week.

TSI Requirement: Math 950

Prerequisite(s): Appropriate score on placement test

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson MyLab (Algebra and Trigonometry 7th ed. Blitzer; ISBN: 978-0-13-692217-9). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Student must have the necessary basic computer skills to successfully utilize Blackboard and MyLab. Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and MyLab.

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause:

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Course Goals and Objectives:**Student Learning Outcomes (Core Curriculum-Level)**

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level)

1. Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.
2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (MATH 1314 Course-Level)

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.

Course Requirements and Evaluation:

There will be four tests. Each test will contribute 12% to the final grade making a total of 48%. The final exam will be worth another 12%, leaving 40% for homework. *The final exam will be administered December 8th and is comprehensive. The student must take it to pass the course. If the grade on the final exam is higher than the lowest test score, I will drop the lowest test score and replace that grade with the higher grade make on the final exam.* Grades will be determined by overall percentage at the end of the course.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
< 60	F

Course Policies:

It is important to be ready to go with your paper and pencil out at the beginning of each class. Do your best to not be tardy, but if you are late, it is better to show up late than not at all. If you have to miss a class, please email me at jfornof@parisjc.edu so I can let you know what you missed. Homework will be assigned regularly. The purpose of these activities is to give you the practice necessary to become proficient in a given mathematical concept, to examine various applications of the given concept, and to prepare for the exams.

Class Attendance:

You are expected to attend and participate in class and complete all assignments by the assigned due date. You CAN NOT expect to do well in this class without attending class or completing all assignments. Absences are considered unexcused unless due to sickness, emergencies, or sanctioned school activities. **Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12th.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the

nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Statement on AI usage:

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by email and an announcement in Blackboard.

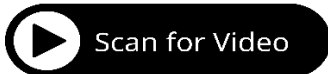
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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8.1 Systems of Linear Equations in Two Variables Including Cramer's Rule

Test 1

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2.2 More on Functions and Their Graphs

2.3 Linear Functions and Slope

2.4 More on Slope

2.6 Combinations and Composite Functions

2.7 Inverse Functions

Test 2

3.1 Quadratic Functions

3.2 Polynomial Functions and Their Graphs

3.3 Dividing Polynomials

3.4 Zeros of Polynomial Functions

3.5 Rational Functions and Their Graphs

Test 3

4.1 Exponential Functions

4.2 Logarithmic Functions

4.3 Properties of Logarithms

4.4 Exponential and Logarithmic Functions

Test 4

Review

Final Exam (December 8)

MATH 1314.10A0
College Algebra
Fall 2026

Instructor: Caleb Talley
Office: MS 111H
Phone: 903.782.0335
Email: rtalley@parisjc.edu
Office Hours:

Meeting Location: MS 113
Meeting Days: Monday & Wednesday
Meeting Times: 8:00-9:15 AM

Monday	Tuesday	Wednesday	Thursday
7:00-8:00 9:30-11:30	7:00-9:00	7:00-8:00 9:30-11:30	7:00-9:00

Course Description:

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Credits: 3 Lecture Hours per Week

TSI Requirement: Mathematics if you have not met the requirements regarding STAAR testing scores. Check with PJC to determine.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson MyLab (*Blitzer Algebra and Trigonometry, 7th Edition.*) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
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Course Goals and Objectives:

Required Core Objectives

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (SLO)

Upon successful completion of this course, students will:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

Course Requirements and Evaluation:

Your final grade for the course will be determined as follows:

Homework: 50%

Tests: 50%

Your homework is fully online and will be open for a week at a time. Initial due dates will always be on Sunday evenings at 11:59 PM. I will reopen a Chapter's homework during the week of the Chapter Test that covers its material. For example, I will reopen all of the Chapter 1 Homework and Section 8.1 Homework on Monday, September 21 since the Chapter 1 Test is scheduled for Wednesday, September 23. You will have unlimited attempts at each homework problem, so take advantage of this. The homework has tools built in that show examples and that walk you through each question. There are also videos and examples that can be viewed within each homework section.

Tests will be given on the dates specified in the Class Schedule at the end of this syllabus. Tests will cover material from the stated chapter. A review will be uploaded to Blackboard at least a week before each test with an Answer Key for you to check your work. Completing the homework and working through the reviews are the best ways to ensure success on the Tests. The Final Exam is cumulative and will be multiple choice. The Final Exam is weighted the same as all the other tests and is MANDATORY. Your final exam grade will replace your lowest test grade if it is higher.

Course Policies:

Adhere to the policies set in place by the PJC Student Handbook. Communicate with your instructor regarding absences in a timely manner in order to resolve any issues that could occur from missing lectures. Late work will not be accepted. Missed tests must be made up on the first day back at school or the morning of the test if you are missing school due to extracurricular activities.

Missed tests will not be allowed to be made up without prior documentation. If you know you will be absent on the day of a test, it is your responsibility to email me to set up a time to make it up. Any assignment that is missed without communication will receive an automatic grade of zero.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Mathematics Department Artificial Intelligence Policy:

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework, but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test; therefore, cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures:

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

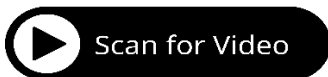
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	Homework Due Sunday
8/24	Syllabus, MyLab Set Up, Section 1.2: Linear Equations and Rational Equations	
8/26	Section 1.2: Linear Equations and Rational Equations Section 1.4: Complex Numbers	Section 1.2
8/31	Section 1.4: Complex Numbers Section 1.5: Quadratic Equations	
9/02	Section 1.5: Quadratic Equations	Sections 1.4 & 1.5
9/09	Section 1.6: Other Types of Equations	Section 1.6
9/14	Section 1.7: Linear and Absolute Value Inequalities	
9/16	Section 8.1: Systems of Equations in Two Variables	Sections 1.7 & 8.1
9/21	Section 2.1: Basics of Functions and Their Graphs	
9/23	Exam 1 – Covers Chapter 1 and Section 8.1	Section 2.1
9/28	Section 2.2: More on Functions and Their Graphs	
9/30	Section 2.3: Linear Functions and Slope	Sections 2.2 & 2.3
10/05	Section 2.4: More on Slope	
10/07	Section 2.6: Combinations of Functions; Composite Functions	Sections 2.4 & 2.6
10/12	Section 2.7: Inverse Functions	
10/14	Section 3.1: Quadratic Functions	Sections 2.7 & 3.1
10/19	Section 3.2: Polynomial Functions and Their Graphs	
10/21	Exam 2 – Covers Chapter 2	Section 3.2
10/26	Section 3.3: Polynomial Division	
10/28	Section 3.4: Zeros of Polynomial Functions	Sections 3.3 & 3.4
11/02	Section 3.5: Rational Functions and Their Graphs	
11/04	Section 4.1: Exponential Functions	Sections 3.5 & 4.1
11/09	Section 4.2: Logarithmic Functions	
11/11	Exam 3 – Covers Chapter 3	Section 4.2
11/16	Section 4.3: Properties of Logarithms	
11/18	Section 4.4: Exponential and Logarithmic Equations	Sections 4.3 & 4.4
11/23	Exam 4 – Covers Chapter 4	
11/30	Final Exam Review	
12/02	Final Exam Review	
12/07	Final Exam	All Pearson assignments

Homework assignments are due on Sundays at 11:59 PM. The most current due dates for assignments can also be viewed in MyLab.

MATH 1314.10N0/40N0/50N0

College Algebra

Fall 2026

Instructor: Jeff Norris

Office: GC-201

Phone: 903.454.9333

Email: jnorris@parisjc.edu

Office Hours: 30 minutes before and
after class or by appointment

Meeting Location: MS-112/GC-125/SSC-114

Meeting Days: Wednesdays

Meeting Times: 6:00 – 9:00 p.m.

Course Description:

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Credits: 3

TSI Requirement: 950+ Math

Prerequisite(s): Adequate placement score or concurrently enrolled in MATH 0401.

Required Textbook and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson MyLab (*Blitzer Algebra and Trigonometry, 7th Edition*). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
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If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

You will also need a scientific or graphing calculator.

Course Goals and Objectives:

Foundational Component Area: Mathematics Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key

mathematical concepts and thse application of appropriate quantitative tools to everyday experience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
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2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (MATH 1314 Course-Level):

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.

Course Requirements and Evaluation:

Students are expected to attend class regularly and to be prepared each time the class meets. Grades for the semester are calculated based on the student's performance on homework, three major tests, and the comprehensive final examination. Course grades are calculated as follows:

Homework Average	20%
Test Average (4 Major Tests)	60%
Comprehensive Final Exam	20%

Final course grades are assigned based on overall course average as follows:

<u>Course Average</u>	<u>Course Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

First Assignment:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

Each homework assignment must be completed on or before it's due date. Work submitted after the due date will be subject to a 20% penalty. I only give makeup exams in the most extreme circumstances. Please be present and prepared for each exam. If you miss an exam due to unavoidable circumstances, you must communicate with me ASAP.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, November 12th**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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Mathematics Department Artificial Intelligence Policy:

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Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-Discrimination Clause:

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law. Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Day One – Syllabus/Expectations/Introduction

1.2 Linear Equations and Rational Equations

1.4 Complex Numbers

1.5 Quadratic Equations

1.6 Other Types of Equations

1.7 Linear Inequalities and Absolute Value Inequalities

8.1 Systems of Linear Equations in Two Variables

Test 1

2.1 Basics of Functions and Theirs Graphs

2.2 More on Functions and Their Graphs

2.3 Linear Functions and Slope

2.4 More on Slope

2.5 Graph Transformations

2.6 Combinations and Composite Functions

2.7 Inverse Functions

Test 2

3.1 Quadratic Functions

3.2 Polynomial Functions and their Graphs

3.4 Zeros of Polynomials

3.5 Rational Functions and Inequalities

Test 3

4.1 Exponential Functions

4.2 Logarithmic Functions

4.3 Properties of Logarithms

4.4 Exponential and Logarithmic Equations

Test 4

Course Review

Final Exam (December 9, 2026)

MATH 1314.10N1/40N1
College Algebra
Fall 2026

Instructor: Caleb Talley
Office: MS 111H
Phone: 903.782.0335
Email: rtalley@parisjc.edu
Office Hours:

Meeting Location: MS 112/GC 125
Meeting Days: Tuesday & Thursday
Meeting Times: 9:30-10:45 AM

Monday	Tuesday	Wednesday	Thursday
7:00-8:00 9:30-11:30	7:00-9:00	7:00-8:00 9:30-11:30	7:00-9:00

Course Description:

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Credits: 3 Lecture Hours per Week

TSI Requirement: Mathematics if you have not met the requirements regarding STAAR testing scores. Check with PJC to determine.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson MyLab (*Blitzer Algebra and Trigonometry, 7th Edition.*) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Required Core Objectives

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (SLO)

Upon successful completion of this course, students will:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

Course Requirements and Evaluation:

Your final grade for the course will be determined as follows:

Homework: 50%

Tests: 50%

Your homework is fully online and will be open for a week at a time. Initial due dates will always be on Sunday evenings at 11:59 PM. I will reopen a Chapter's homework during the week of the Chapter Test that covers its material. For example, I will reopen all of the Chapter 1 Homework and Section 8.1 Homework on Monday, September 21 since the Chapter 1 Test is scheduled for Thursday, September 24. You will have unlimited attempts at each homework problem, so take advantage of this. The homework has tools built in that show examples and that walk you through each question. There are also videos and examples that can be viewed within each homework section.

Tests will be given on the dates specified in the Class Schedule at the end of this syllabus. Tests will cover material from the stated chapter. A review will be uploaded to Blackboard at least a week before each test with an Answer Key for you to check your work. Completing the homework and working through the reviews are the best ways to ensure success on the Tests. The Final Exam is cumulative and will be multiple choice. The Final Exam is weighted the same as all the other tests and is MANDATORY. Your final exam grade will replace your lowest test grade if it is higher.

Course Policies:

Adhere to the policies set in place by the PJC Student Handbook. Communicate with your instructor regarding absences in a timely manner in order to resolve any issues that could occur from missing lectures. Late work will not be accepted. Missed tests must be made up on the first day back at school or the morning of the test if you are missing school due to extracurricular activities.

Missed tests will not be allowed to be made up without prior documentation. If you know you will be absent on the day of a test, it is your responsibility to email me to set up a time to make it up. Any assignment that is missed without communication will receive an automatic grade of zero.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Mathematics Department Artificial Intelligence Policy:

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework, but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test; therefore, cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

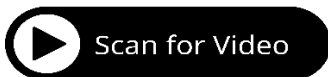
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	Homework Due Sunday
8/25	Syllabus, MyLab Set Up, Section 1.2: Linear Equations and Rational Equations	
8/27	Section 1.2: Linear Equations and Rational Equations Section 1.4: Complex Numbers	Section 1.2
9/01	Section 1.4: Complex Numbers Section 1.5: Quadratic Equations	
9/03	Section 1.5: Quadratic Equations	Sections 1.4 & 1.5
9/08	Section 1.6: Other Types of Equations	
9/10	Section 1.7: Linear and Absolute Value Inequalities	Section 1.6 & 1.7
9/15	Section 8.1: Systems of Equations in Two Variables	
9/17	Section 2.1: Basics of Functions and Their Graphs	Sections 8.1 & 2.1
9/22	Section 2.2: More on Functions and Their Graphs	
9/24	Exam 1 – Covers Chapter 1 and Section 8.1	Section 2.2
9/29	Section 2.3: Linear Functions and Slope	
10/01	Section 2.4: More on Slope	Sections 2.3 & 2.4
10/06	Section 2.6: Combinations of Functions; Composite Functions	
10/08	Section 2.7: Inverse Functions	Sections 2.6 & 2.7
10/13	Section 3.1: Quadratic Functions	
10/15	Section 3.2: Polynomial Functions and Their Graphs	Sections 3.1 & 3.2
10/20	Section 3.3: Polynomial Division	
10/22	Exam 2 – Covers Chapter 2	Section 3.3
10/27	Section 3.4: Zeros of Polynomial Functions	
10/29	Section 3.4: Zeros of Polynomial Functions	Sections 3.3 & 3.4
11/03	Section 3.5: Rational Functions and Their Graphs	
11/05	Section 4.1: Exponential Functions	Sections 3.5 & 4.1
11/10	Section 4.2: Logarithmic Functions	
11/12	Exam 3 – Covers Chapter 3	Section 4.2
11/17	Section 4.3: Properties of Logarithms	
11/19	Section 4.4: Exponential and Logarithmic Equations	Sections 4.3 & 4.4
11/24	Exam 4 – Covers Chapter 4	
12/01	Final Exam Review	
12/03	Final Exam Review	
12/10	Final Exam	

Homework assignments are due on Sundays at 11:59 PM. The most current due dates for assignments can also be viewed in MyLab.

MATH 1314.20D0
College Algebra
Fall 2026

Instructor: Caleb Talley
Office: MS 111H
Phone: 903.782.0335
Email: rtalley@parisjc.edu
Office Hours:

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Monday	Tuesday	Wednesday	Thursday
7:00-8:00 9:30-11:30	7:00-9:00	7:00-8:00 9:30-11:30	7:00-9:00

Course Description:

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Credits: 3 Lecture Hours per Week

TSI Requirement: Mathematics if you have not met the requirements regarding STAAR testing scores. Check with PJC to determine.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson MyLab (*Blitzer Algebra and Trigonometry, 7th Edition.*) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

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Required Core Objectives

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Student Learning Outcomes (SLO)

Upon successful completion of this course, students will:

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It is your responsibility to communicate with me any time you need help or have questions. The best way to get ahold of me is via email. Be sure to include your course and section number in the Subject line when emailing me so that it is easy to identify which course you are in.

Tests will be administered directly through Blackboard and will utilize Respondus Monitor and Lockdown Browser. You must have a webcam to utilize this feature. If you do not have access to a PC/laptop with a webcam, you may take your proctored exams at one of PJC's Testing Centers. There are Testing Centers on all three of our campuses. If you need to use the Testing Center, please email me as soon as possible to begin the process of scheduling an appointment.

Class Attendance:

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This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

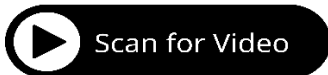
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Week	Dates	Assignments
Week 1	8/24-8/30	Section 1.2: Linear Equations and Rational Equations Section 1.4: Complex Numbers
Week 2	8/31-9/06	Section 1.5: Quadratic Equations Section 1.6: Other Types of Equations
Week 3	9/07-9/13	Section 1.7: Inverse Functions Section 8.1: Systems of Equations in Two Variables
Week 4	9/14-9/20	Exam 1 – Covers Chapter 1 and Section 8.1
Week 5	9/21-9/27	Section 2.1: Basics of Functions and Their Graphs Section 2.2: More on Functions and Their Graphs
Week 6	9/28-10/4	Section 2.3: Linear Functions and Slope Section 2.4: More on Slope
Week 7	10/05-10/11	Section 2.6: Combinations of Functions; Composite Functions Section 2.7: Inverse Functions
Week 8	10/12-10/18	Exam 2 – Covers Chapter 2
Week 9	10/19-10/25	Section 3.1: Quadratic Functions Section 3.2: Polynomial Functions and Their Graphs
Week 10	10/26-11/01	Section 3.3: Dividing Polynomials; Remainder and Factor Theorems Section 3.4: Zeros of Polynomial Functions
Week 11	11/02-11/08	Section 3.5: Rational Functions and Their Graphs Section 4.1: Exponential Functions Section 4.2: Logarithmic Functions
Week 12	11/09-11/15	Exam 3 – Covers Chapter 3
Week 13	11/16-11/22	Section 4.3: Properties of Logarithms Section 4.4: Exponential and Logarithmic Equations
Week 14	11/23-11/29	Exam 4 – Covers Chapter 4
Week 15	11/30-12/06	Final Exam opens Tuesday, December 1
Week 16	12/7-12/08	Final Exam closes Tuesday, December 8 at 11:59 PM

Homework assignments are due on Sundays at 11:59 PM. The most current due dates for assignments can also be viewed in MyLab.

**MATH 1314.25D1
College Algebra
Fall 2026**

Instructor: Caleb Talley
Office: MS 111H
Phone: 903.782.0335
Email: rtalley@parisjc.edu
Office Hours:

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Monday	Tuesday	Wednesday	Thursday
7:00-8:00 9:30-11:30	7:00-9:00	7:00-8:00 9:30-11:30	7:00-9:00

Course Description:

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Credits: 3 Lecture Hours per Week

TSI Requirement: Mathematics if you have not met the requirements regarding STAAR testing scores. Check with PJC to determine.

Required Textbook(s) and Materials:

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During the first week of class, it is your responsibility to get me in contact with your school counselor to set up test proctoring. There will be a reminder of this in announcements throughout the week. It is imperative that you do this as soon as possible. Your tests must be proctored by an employee at your school, and it is their responsibility to make sure that the tests get to you and to me. Establishing this communication is crucial and is your responsibility.

Tests will be given during the weeks specified on the Class Schedule at the end of this syllabus. Schedule a time with your school's proctor to take the tests. You may take them anytime from Monday to Thursday of the week they are listed in the Class Schedule at the end of the syllabus. Tests will cover material from the stated chapter and will be multiple choice, in the same format of the Test Reviews. A Test Review will be uploaded to Blackboard at least a week before each test along with its Answer Key. Completing the homework and doing the Test Reviews are the best way to ensure success on the Tests. The Final Exam is cumulative and will be multiple choice. The Final Exam is weighted the same as all the other tests and is **MANDATORY**. Your final exam grade will replace your lowest test grade if it is higher.

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It is your responsibility to communicate with me any time you need help or have questions. The best way to get ahold of me is via email. Be sure to include your course and section number in the Subject line when emailing me so that it is easy to identify which course you are in.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Thursday, November 12*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Mathematics Department Artificial Intelligence Policy:

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Complaint Procedures:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

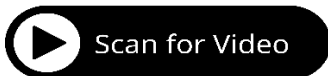
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Week	Dates	Assignments
Week 1	8/24-8/30	Section 1.2: Linear Equations and Rational Equations Section 1.4: Complex Numbers
Week 2	8/31-9/06	Section 1.5: Quadratic Equations Section 1.6: Other Types of Equations
Week 3	9/07-9/13	Section 1.7: Inverse Functions Section 8.1: Systems of Equations in Two Variables
Week 4	9/14-9/20	Exam 1 – Covers Chapter 1 and Section 8.1 by 9/17
Week 5	9/21-9/27	Section 2.1: Basics of Functions and Their Graphs Section 2.2: More on Functions and Their Graphs
Week 6	9/28-10/4	Section 2.3: Linear Functions and Slope Section 2.4: More on Slope
Week 7	10/05-10/11	Section 2.6: Combinations of Functions; Composite Functions Section 2.7: Inverse Functions
Week 8	10/12-10/18	Exam 2 – Covers Chapter 2 by 10/15
Week 9	10/19-10/25	Section 3.1: Quadratic Functions Section 3.2: Polynomial Functions and Their Graphs
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Week 16	12/7-12/08	Final Exam closes Tuesday, December 8 at 11:59 PM

Homework assignments are due on Sundays at 11:59 PM. The most current due dates for assignments can also be viewed in MyLab.

MATH 1314.60A0

College Algebra

Fall 2026

Instructor: [REDACTED]

Office: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Office Hours: 07:00-07:50 Daily

Meeting Location: [REDACTED]

Meeting Days: [REDACTED]

Meeting Times: [REDACTED]

Course Description:

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Credits: 3.3.0

TSI Requirement: 350+ M, 342 R, 310 W.

Prerequisite(s): None

Required Textbook(s) and Materials:

Blitzer, Robert F. *Algebra & Trigonometry* 7th ed. Pearson 2021

ISBN-10: 0134463218

ISBN-13: 978-0134463216

NOTE: All the required course materials for your classes are being delivered through Dragonow the campus-wide affordable course materials program. Your book is billed with your tuition; you will not need to make a separate purchase. For this course, we will be using a digital eBook accessed through Brytewave. You will receive an email from Brytewave donotreply@redshelf.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf. The first time you access the eBook you will see a screen prompting you to "View Course Materials".

Other materials:

Electronic device that can access Blackboard®

Graphing calculator (minimum TI-84 Plus or equivalent).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Goals and Objectives:

Student Learning Outcomes (Core Curriculum-Level):

1. Communication & Quantitative Literacy — Communicate effectively in written and oral forms, and apply mathematical and quantitative reasoning to interpret data, solve problems, and support evidence-based conclusions.
2. Scientific Inquiry & Critical Thinking — Apply the principles of scientific reasoning and the scientific method to evaluate evidence, analyze problems, and draw logical conclusions across natural and social phenomena.
3. Technological & Information Competency — Locate, assess, and ethically apply information and technology to conduct research, analyze data, and communicate findings effectively.

4. Interdisciplinary Knowledge — Demonstrate foundational knowledge spanning the natural sciences, social sciences, and humanities, recognizing the connections between disciplines in understanding the world.
5. Personal & Professional Readiness — Exhibit behaviors and skills associated with academic success, ethical responsibility, and preparation for transfer to a four-year institution or entry into a professional field.

Student Learning Outcomes (Mathematics Program-Level):

1. Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.
2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (MATH 1314 Course-Level)

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions, and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

Course Schedule:

24-27AUG	Linear and Rational Equations and Complex Numbers
31AUG-03SEP	Quadratic Relationships and Other Types of Functions
07SEP	<i>Labor Day Holiday</i>
08-10SEP	Linear and Absolute Value Inequalities
14-16SEP	Systems of Linear Equations
17SEP	Exam 1
21-24SEP	Functions and Their Graphs
28SEP-01OCT	Linear Equations
05-07OCT	Combination and Composite Functions
08-13OCT	<i>Fall Break</i>
14-15OCT	Inverse Functions
19OCT	Exam 2
20-22OCT	Characteristics of Quadratic Functions
26-29OCT	Polynomial Functions and Their Graphs
02-05NOV	Polynomial Functions: Division, Roots, and Zeroes
9-11NOV	Rational Functions and Their Graphs
12NOV	Exam 3
16-19NOV	Exponential and Logarithmic Functions
17-20NOV	Properties of Exponential and Logarithmic Functions
23-26NOV	<i>Thanksgiving Break</i>
30NOV-02DEC	Exponential and Logarithmic Functions
03DEC	Exam 4
07-08DEC	Review
09DEC	Final Exam

Other Important Dates for the Fall 2026 Semester

18-21AUG	Last Change Registration – All Locations
24AUG	First class day for Fall 16-Week Semester and 1st 8-Week Flex Term
09SEP	Official Reporting Day for Fall Semester
12NOV	Last day to drop with a "W" for Fall semester
11DEC	Final Grades Due
12DEC	Offices closed, 5 p.m.; Commencement, 7 p.m.

Course Requirements and Evaluation:

Grading Scales Grades are letter based and represent the percentage of points earned versus the total number of points available:

A	90-100
B	89-80
C	79-70
D	60-69
F	≤59

A maximum of 6300 total points will be available and will be based on the following:

<u>Category</u>	<u>Point value each</u>	<u>Total Points</u>	<u>Percent of Total</u>
Homework (22)	100	2200	59.5%
Section Exams (4)	250	1000	27.0%
Final	500	500	13.5%

Course Policies

All campus and district policies will be adhered to in accordance with the Bland ISD and PJC *Student Handbook* and *Student Code of Conduct*.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is Thursday, November 12th.

Class Conduct:

This course is conducted in a Texas public school during normal school hours. Therefore, the prohibition of personal communication devices, as per HB 1481, applies. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Artificial Intelligence:

(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty

Academic Honesty:

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ADA Statement:

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Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause:

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

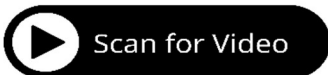
This syllabus is subject to change at any time. I will inform you verbally and via Google Classroom of any significant alterations.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

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This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



MATH 1314.67A0
College Algebra
Fall 2026

Instructor: Caleb Talley
Office: MS 111H
Phone: 903.782.0335
Email: rtalley@parisjc.edu
Office Hours:

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Monday	Tuesday	Wednesday	Thursday
7:00-8:00 9:30-11:30	7:00-9:00	7:00-8:00 9:30-11:30	7:00-9:00

Course Description:

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Credits: 3 Lecture Hours per Week

TSI Requirement: Mathematics if you have not met the requirements regarding STAAR testing scores. Check with PJC to determine.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson MyLab (*Blitzer Algebra and Trigonometry, 7th Edition.*) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Required Core Objectives

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (SLO)

Upon successful completion of this course, students will:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

Course Requirements and Evaluation:

Your final grade for the course will be determined as follows:

Homework: 50%

Tests: 50%

Your homework is fully online and will be open for a week at a time. Initial due dates will always be on Sunday evenings at 11:59 PM. I will reopen a Chapter's homework during the week of the Chapter Test that covers its material. For example, I will reopen all of the Chapter 1 Homework and Section 8.1 Homework on Monday, September 14 since the Chapter 1 Test is scheduled due back to me by Thursday, September 17. You will have unlimited attempts at each homework problem, so take advantage of this. The homework has tools built in that show examples and that walk you through each question. There are also videos and examples that can be viewed within each homework section.

During the first week of class, it is your responsibility to get me in contact with your school counselor to set up test proctoring. There will be a reminder of this in announcements throughout the week. It is imperative that you do this as soon as possible. Your tests must be proctored by an employee at your school, and it is their responsibility to make sure that the tests get to you and to me. Establishing this communication is crucial and is your responsibility.

Tests will be given during the weeks specified on the Class Schedule at the end of this syllabus. Schedule a time with your school's proctor to take the tests. You may take them anytime from Monday to Thursday of the week they are listed in the Class Schedule at the end of the syllabus. Tests will cover material from the stated chapter and will be multiple choice, in the same format of the Test Reviews. A Test Review will be uploaded to Blackboard at least a week before each test along with its Answer Key. Completing the homework and doing the Test Reviews are the best way to ensure success on the Tests. The Final Exam is cumulative and will be multiple choice. The Final Exam is weighted the same as all the other tests and is **MANDATORY**. Your final exam grade will replace your lowest test grade if it is higher.

Course Policies:

Adhere to the policies set in place by the PJC Student Handbook. Communicate with your instructor regarding absences in a timely manner in order to resolve any issues that could occur from extended absence from Blackboard. Missed tests will not be extended due to being open for a week at a time.

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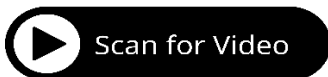
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Week 11	11/02-11/08	Section 3.5: Rational Functions and Their Graphs Section 4.1: Exponential Functions Section 4.2: Logarithmic Functions
Week 12	11/09-11/15	Exam 3 – Covers Chapter 3 by 11/12
Week 13	11/16-11/22	Section 4.3: Properties of Logarithms Section 4.4: Exponential and Logarithmic Equations
Week 14	11/23-11/29	Exam 4 – Covers Chapter 4 (Online, Not Proctored)
Week 15	11/30-12/06	Final Exam opens Tuesday, December 1 (Online, Not Proctored)
Week 16	12/7-12/08	Final Exam closes Tuesday, December 8 at 11:59 PM

Homework assignments are due on Sundays at 11:59 PM. The most current due dates for assignments can also be viewed in MyLab.

MATH 1314.78A0
Dual Credit at NH
COLLEGE ALGEBRA
FALL 2026

Instructor: Tasha Horton
Office: PJC MS 111K
Phone: (903) 782-0317
Email: thorton@parisjc.edu

Meeting Location: Online

Office Hours: MW: 8am – 9am & 1 – 3pm
TR (SS): 9 – 10am & 2 – 3pm

Course Description:

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices.

Credits: 3 Hours

TSI Requirement: 950 Math

Prerequisite(s): Algebra II & appropriate score on TSIA2

Required Textbook(s) and Materials:

Blitzer Algebra and Trigonometry, 7th Edition

*All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. For this course, we will be using courseware integrated with Pearson (**MyLab & Mastering**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.*

A graphing calculator (TI-83, TI-84) is recommended for this course but not required.

Spiral Notebook is recommended.

Course Goals and Objectives:

Student Learning Outcomes (Core Curriculum-Level)

1. Demonstrate Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level):

1. Communication & Quantitative Literacy — Communicate effectively in written and oral forms, and apply mathematical and quantitative reasoning to interpret data, solve problems, and support evidence-based conclusions.
2. Scientific Inquiry & Critical Thinking — Apply the principles of scientific reasoning and the scientific method to evaluate evidence, analyze problems, and draw logical conclusions across natural and social phenomena.
3. Technological & Information Competency — Locate, assess, and ethically apply information and technology to conduct research, analyze data, and communicate findings effectively.
4. Interdisciplinary Knowledge — Demonstrate foundational knowledge spanning the natural sciences, social sciences, and humanities, recognizing the connections between disciplines in understanding the world.
5. Personal & Professional Readiness — Exhibit behaviors and skills associated with academic success, ethical responsibility, and preparation for transfer to a four-year institution or entry into a professional field.

Student Learning Outcomes (MATH 1314 Course-Level)

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

Course Requirements and Evaluation:

There will be four tests, homework, quizzes, and a comprehensive final. There will be no make-up on any of the quizzes, homework or the tests. The final exam is comprehensive. Homework will be assigned regularly. Homework will be done on an online system called MyLab which is directly integrated into your Blackboard course.

Grading:

<u>Grade scale</u>	<u>Grade Weighting System</u>
A 90-100	Homework – 40%
B 80-89	Tests & Final – 60%
C 70-79	
D 60-69	
F 0-59	

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Students are expected to conduct themselves in a manner of common decency and display acceptable behavior conducive to a positive learning environment. Classroom disruptions will not be tolerated.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the students.

The last day for a student to withdraw from a course with a grade of "W" is **November 12, 2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment**. Depending on the nature and severity of the situation, the instructor may impose additional

academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

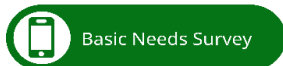
1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change through Blackboard.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC
Week 1 8/24 – 8/27	Syllabus and Quiz 1.2 Linear & Rational Equations
Week 2 8/31 – 9/3	1.4 Complex Numbers 1.5 Quadratic Equations
Week 3 9/7 – 9/10	1.6 Other Types of Equations 1.7 Linear & Absolute Value Inequalities
Week 4 9/14 – 9/17	8.1 Systems of Linear Equations in Two Variables (including Cramer's Rule) Exam 1
Week 5 9/21 – 9/24	2.1 Basics of Functions & Their Graphs 2.2 More on Functions & Their Graphs
Week 6 9/28 – 10/1	2.3 Linear Functions and Slope 2.4 More on Slope
Week 7 10/5 – 10/8	2.6 Combinations & Composite Functions 2.7 Inverse Functions
Week 8 10/12 – 10/15	Exam 2 3.1 Quadratic Functions
Week 9 10/19 – 10/22	3.2 Polynomial Functions & Their Graphs 3.3 Dividing Polynomials
Week 10 10/26 – 10/29	3.4 Zeros of Polynomials 3.5 Rational Functions & Inequalities
Week 11 11/2 – 11/5	Exam 3 4.1 Exponential Functions
Week 12 11/9 – 11/12	4.2 Logarithmic Functions 4.3 Properties of Logarithms
Week 13 11/16 – 11/19	4.4 Exponential & Logarithmic Equations Exam 4
Week 14 11/23 – 11/26	Thanksgiving Break
Week 15 11/30 – 12/3	Review for Final Exam
Week 16 12/7 – 12/10	Final Exam -to be completed by Tuesday, 12/8

MATH 1314.84A0
College Algebra
Fall 2026

Instructor: Cheryl Shepperd
Office: Ford H.S. 2303
Phone: 903-356-1600
Email: cshepperd@parisjc.edu
Office Hours: MTWTh: 7:00 – 7:25am
 MTTh: 4:00 – 5:00pm

Meeting Location: Ford H.S. 2303
Meeting Days: MTWTh
Meeting Times: 9:28 – 10:22

Course Description:

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Credits: 3 Lecture Hours per Week

TSI Requirement: Mathematics if you have not met the requirements regarding STAAR testing scores. Check with PJC to determine.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson MyLab (*Blitzer Algebra and Trigonometry, 7th Edition.*) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Upon successful completion of this course, students will:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

Course Requirements and Evaluation:

Your final grade for the course will be determined as follows:

Homework: 40%

Tests: 60%

Your homework is fully online and will be open for a week at a time. Initial due dates will always be on Sunday evenings at 11:59 PM. I will reopen a Chapter's homework during the week of the Chapter Test that covers its material. For example, I will reopen all of the Chapter 1 Homework on Monday, September 15 since the Chapter 1 Test is scheduled for Wednesday, September 17. You will have unlimited attempts at each homework problem, so take advantage of this. The homework has tools built in that show example and that walk you through each question. There are also videos and examples that can be viewed within each homework section.

Tests will be given on the dates specified in the Class Schedule at the end of this syllabus. Tests will cover material from the stated chapter and will be short answer. A review will be uploaded to Blackboard at least a week before each test, and the key for the review will be uploaded to Blackboard on each Monday the week of the test. Completing the homework and studying for tests is the best way to ensure success on the Tests. The Final Exam is cumulative and will be multiple choice. The Final Exam is weighted the same as all the other tests and is *MANDATORY*. Your final exam grade will replace your lowest test grade if it is higher.

Course Policies:

Adhere to the policies set in place by the PJC Student Handbook. Communicate with your instructor regarding absences in a timely manner in order to resolve any issues that could occur from missing lectures. Late work will not be accepted. Missed tests must be made up on the first day back at school or the morning of the test if you are missing school due to extracurricular activities.

Missed tests will not be allowed to be made up without prior documentation. If you know you will be absent on the day of a test, it is your responsibility to email me to set up a time to make it up. Any assignment that is missed without communication will receive an automatic grade of Zero.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Mathematics Department Artificial Intelligence Policy:

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework, but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test; therefore, cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-Discrimination Clause:

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law. Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

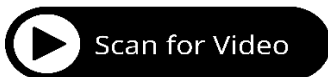
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Class Schedule:

Week	Dates	Assignments
Week 1	8/24 – 8/30	Section 1.2: Linear Equations and Rational Equations
Week 2	8/31 – 9/6	Section 1.4: Complex Numbers Section 1.5: Quadratic Equations
Week 3	9/7 – 9/13	Section 1.6: Other Types of Equations Section 1.7: Linear Inequalities and Absolute Value Inequalities No Class on Monday, September 7 – Labor Day
Week 4	9/14 – 9/20	Section 8.1: Systems of Equations in Two Variables Section 9.5: Determinants and Cramer's Rule
Week 5	9/21 – 9/27	Section 2.1: Basics of Functions and Their Graphs Section 2.2: More on Functions and Their Graphs EXAM 1 on Thursday, September 27
Week 6	9/28 – 10/4	Section 2.3: Linear Functions and Slope Section 2.4: More on Slope
Week 7	10/5 – 10/11	Section 2.6: Combinations of Functions; Composite Functions Section 2.7: Inverse Functions
Week 8	10/12 – 10/18	Section 3.1: Quadratic Functions EXAM 2 on Thursday October 18
Week 9	10/19 – 10/25	Section 3.2: Polynomial Functions and Their Graphs Section 3.3: Polynomial Division
Week 10	10/26 – 11/1	Section 3.4: Zeros of Polynomial Functions
Week 11	11/2 – 11/8	Section 3.5: Rational Functions and Their Graphs Section 4.1: Exponential Functions
Week 12	11/9 – 11/15	Section 4.2: Logarithmic Functions EXAM 3 on Thursday November 15
Week 13	11/16 – 11/22	Section 4.3: Properties of Logarithms Section 4.4: Exponential and Logarithmic Equations
Week 14	11/23 – 11/29	NO CLASS: HAPPY THANKSGIVING
Week 15	11/30 – 12/6	Review for Final Exam EXAM 4 on Tuesday December 1
Week 16	12/7 – 12/10	Final Exam on Tuesday December 8 Final Exam MUST be taken by Wednesday, December 9

All homework for each section covered in a week is due at 11:59 P.M., Sunday of that week.

***Dates subject to change**

MATH 1324.10N0/40N0/50N0
MATHEMATICS FOR BUSINESS
FALL 2026

Instructor: Tasha Horton
Office: PJC MS 111K
Phone: (903) 782-0317
Email: thorton@parisjc.edu

Meeting Location: Paris/MS/113 – GRNV/126 – SSC/117
Meeting Days: MW 11am – 12:15pm
Office Hours: MW: 8am – 9am & 1 – 3pm
TR (SS): 9 – 10am & 2 – 3pm

Course Description:

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; system of linear equations, matrices; linear programming; and probability, including expected value.

Credit: 3 hours

TSI Requirements: 950 in Math

Prerequisite: Meet TSI college-readiness standard for Mathematics, or equivalent.

Required Textbook(s) and Materials:

College Mathematics for Business, Economics, Life Sciences, and Social Sciences, 14th ed.,
Barnett/Ziegler/Byleen/Stocker.

This course has MyLab integrated directly into Blackboard which includes an e-text. A hard copy of the textbook is optional and will be an additional expense. Students must have the necessary basic computer skills to successfully utilize Blackboard and MyLab. Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and MyLab.

A graphing calculator (TI-83, TI-84) is recommended for this course but not required.

Course Goals and Objectives:

Student Learning Outcomes (Core Curriculum-Level)

1. Demonstrate Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level):

1. Communication & Quantitative Literacy — Communicate effectively in written and oral forms, and apply mathematical and quantitative reasoning to interpret data, solve problems, and support evidence-based conclusions.
2. Scientific Inquiry & Critical Thinking — Apply the principles of scientific reasoning and the scientific method to evaluate evidence, analyze problems, and draw logical conclusions across natural and social phenomena.
3. Technological & Information Competency — Locate, assess, and ethically apply information and technology to conduct research, analyze data, and communicate findings effectively.
4. Interdisciplinary Knowledge — Demonstrate foundational knowledge spanning the natural sciences, social sciences, and humanities, recognizing the connections between disciplines in understanding the world.
5. Personal & Professional Readiness — Exhibit behaviors and skills associated with academic success, ethical responsibility, and preparation for transfer to a four-year institution or entry into a professional field.

Student Learning Outcomes (MATH 1324 Course-Level)

1. Apply elementary functions, including linear, quadratic, polynomial, rational, logarithmic and exponential functions to solving real-world problems.
2. Solve mathematics of finance problems, including the computation of interest, annuities, and amortization of loans.
3. Apply basic matrix operations, including linear programming methods, to solve application problems.
4. Demonstrate fundamental probability techniques and application of those techniques, including expected value, to solve problems.
5. Apply matrix skills and probability analyses to model applications to solve real-world problems.

Course Requirements and Evaluation:

There will be four tests, homework, quizzes, and a comprehensive final. Homework will be assigned regularly. Homework will be done on an online system called MyLab which is directly integrated into your Blackboard course.

Grading:

<u>Grade scale</u>	<u>Grade Weighting System</u>
A 90-100	Homework – 40%
B 80-89	Tests & Final – 60%
C 70-79	
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F 0-59	

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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Syllabus Subject to Change

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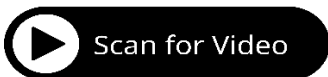
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC
Week 1 8/24 – 8/27	Syllabus and Quiz 1.1 Linear Equations & Inequalities
Week 2 8/31 – 9/3	1.2 Graphs & Lines 5.1 Linear Inequalities in Two Variables
Week 3 9/7 – 9/10	Labor Day Holiday 5.2 Systems of Linear Inequalities in Two Variables
Week 4 9/14 – 9/17	5.3 Linear Programming in Two Variables: A Geometric Approach Exam 1
Week 5 9/21 – 9/24	2.1 Functions 2.2 Elementary Functions: Graphs & Transformations
Week 6 9/28 – 10/1	2.3 Quadratic Functions 2.4 Polynomial & Rational Functions
Week 7 10/5 – 10/8	2.5 Exponential Functions 2.6 Logarithmic Functions
Week 8 10/12 – 10/15	Exam 2 3.1 Simple Interest
Week 9 10/19 – 10/22	3.2 Compound & Continuous Compound Interest 3.3 Future Value of an Annuity; Sinking Funds
Week 10 10/26 – 10/29	3.4 Present Value of an Annuity; Amortization Exam 3
Week 11 11/2 – 11/5	4.1 Review: Systems of Linear Equations in Two Variables 4.2 Systems of Linear Equations & Augmented Matrices
Week 12 11/9 – 11/12	4.3 Gauss-Jordan Elimination 4.4 Matrices: Basic Operations
Week 13 11/16 – 11/19	4.5 Inverse of a Square Matrix Exam 4
Week 14 11/23 – 11/26	Thanksgiving Break
Week 15 11/30 – 12/3	Review for Final Exam
Week 16 12/7 – 12/7	Final Exam - Monday, 12/7

MATH 1324.20E0
MATH FOR BUSINESS & SOCIAL SCIENCES
FALL 2026 – SUBTERM A

Instructor: Tasha Horton
Office: PJC MS 111K
Phone: (903) 782-0317
Email: thorton@parisjc.edu

Meeting Location: ONLINE

Office Hours: MW: 8am – 9am & 1 – 3pm
TR (SS): 9 – 10am & 2 – 3pm

Course Description:

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; system of linear equations, matrices; linear programming; and probability, including expected value.

Credit: 3 hours

TSI Requirements: 950 in Math

Prerequisite: Meet TSI college-readiness standard for Mathematics, or equivalent.

Required Textbook(s) and Materials:

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All tests can be taken online if you have a webcam; otherwise, all tests will need to be taken at a testing center.

A graphing calculator (TI-83, TI-84) is recommended for this course but not required.

Course Goals and Objectives:

Student Learning Outcomes (Core Curriculum-Level)

1. Demonstrate Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level):

1. Communication & Quantitative Literacy — Communicate effectively in written and oral forms, and apply mathematical and quantitative reasoning to interpret data, solve problems, and support evidence-based conclusions.
2. Scientific Inquiry & Critical Thinking — Apply the principles of scientific reasoning and the scientific method to evaluate evidence, analyze problems, and draw logical conclusions across natural and social phenomena.
3. Technological & Information Competency — Locate, assess, and ethically apply information and technology to conduct research, analyze data, and communicate findings effectively.
4. Interdisciplinary Knowledge — Demonstrate foundational knowledge spanning the natural sciences, social sciences, and humanities, recognizing the connections between disciplines in understanding the world.

5. Personal & Professional Readiness — Exhibit behaviors and skills associated with academic success, ethical responsibility, and preparation for transfer to a four-year institution or entry into a professional field.

Student Learning Outcomes (MATH 1324 Course-Level)

1. Apply elementary functions, including linear, quadratic, polynomial, rational, logarithmic and exponential functions to solving real-world problems.
2. Solve mathematics of finance problems, including the computation of interest, annuities, and amortization of loans.
3. Apply basic matrix operations, including linear programming methods, to solve application problems.
4. Demonstrate fundamental probability techniques and application of those techniques, including expected value, to solve problems.
5. Apply matrix skills and probability analyses to model applications to solve real-world problems.

Course Requirements and Evaluation:

There will be four tests, homework, quizzes, and a comprehensive final. Homework will be assigned regularly. Homework will be done on an online system called MyLab which is directly integrated into your Blackboard course. All tests can be taken online if you have a webcam; otherwise, all tests will need to be taken at a testing center.

Grading:

Grade scale

A 90-100
B 80-89
C 70-79
D 60-69
F 0-59

Grade Weighting System

Homework – 40%
Tests & Final – 60%

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Adhere to the policies set in place by the PJC Student Handbook.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the students.

The last day for a student to withdraw from a course with a grade of "W" is **October 1, 2026**.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment**.

Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change through Blackboard.

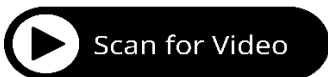
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Class Overview

All homework and tests will be in Blackboard. Select the assignment link to access them.

Each homework assignment includes **videos and examples** that explain how to work the problems. These resources can be found in the **Chapter Videos and Textbook** sections listed before each homework assignment. Your online textbook is also available there.

All homework will open on the first day of class. Homework for each chapter will remain open until the **due date of that chapter's exam**. Because each section contains several problems, **don't wait until the last minute!** I recommend completing at least **one homework section each day** and trying to take each exam by the **Friday before the exam deadline**.

Course Schedule/Weekly Lesson Plan:

DATE	TOPIC
Week 1 & 2 8/24 – 9/6 Exam 1 opens 8/31 Exam 1 & HW close 9/6 @11:59pm	Syllabus and Quiz 1.1 Linear Equations & Inequalities 1.2 Graphs & Lines 5.1 Linear Inequalities in Two Variables 5.2 Systems of Linear Inequalities in Two Variables 5.3 Linear Programming in Two Variables: A Geometric Approach Exam 1
Week 3 & 4 9/7 – 9/20 Exam 2 opens 9/14 Exam 2 & HW close 9/20 @11:59pm	2.1 Functions 2.2 Elementary Functions: Graphs & Transformations 2.3 Quadratic Functions 2.4 Polynomial & Rational Functions 2.5 Exponential Functions 2.6 Logarithmic Functions Exam 2
Week 5 9/21 – 9/27 Exam 3 opens 9/21 Exam 3 & HW close 9/27 @11:59pm	3.1 Simple Interest 3.2 Compound & Continuous Compound Interest 3.3 Future Value of an Annuity; Sinking Funds 3.4 Present Value of an Annuity; Amortization Exam 3
Week 6 & 7 9/28 – 10/11 Exam 4 opens 9/30 Exam 4 & HW close 10/6 @11:59pm Final Exam opens 10/8	4.1 Review: Systems of Linear Equations in Two Variables 4.2 Systems of Linear Equations & Augmented Matrices 4.3 Gauss-Jordan Elimination 4.4 Matrices: Basic Operations 4.5 Inverse of a Square Matrix Exam 4 Final opens 10/8
Week 8 10/12 – 10/13	Final Exam closes 10/13 at 11:59pm

**Math 1324.91A0
Business Math Syllabus
Fall 2026**

Instructor: Jackilyn Abbott
Office: RCHS CCA 206
Phone: 972-636-9991
Email: jabbott@parisjc.edu

Meeting Location: RCHS CCA 206
Meeting Days: MTWThF
Meeting Times: Various

Office Hours: Tues – Thur 7:35 – 8:05am & 3:50 – 4:50pm

Course Description: Lecture Course

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; system of linear equations, matrices; linear programming; and probability, including expected value.

Credit: 3 hours

TSI Requirements: 950 in Math

Prerequisite: Meet TSI college-readiness standard for Mathematics, or equivalent.

Required Textbook(s) and Materials:

College Mathematics for Business, Economics, Life Sciences, and Social Sciences, 14th ed., Barnett/Ziegler/Byleen/Stocker. This course has Pearson MathLab integrated directly into Blackboard which includes an e-text. A hard copy of the textbook is optional and will be an additional expense. Everything you will need is contained within the software.

Graphing calculator TI-83, TI-84, or TI-89 is required and allowed to use during lectures and partially during exams.

Student must have the necessary basic computer skills to successfully utilize Blackboard and Pearson MyLab. Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and MyLab.

Course Goals and Objectives:

Required Core Objectives

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level)

1. Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.

2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (MATH 1324 Course-Level)

1. Apply elementary functions, including linear, quadratic, polynomial, rational, logarithmic, and exponential functions to solving real-world problems.
2. Solve mathematics of finance problems, including the computation of interest, annuities, and amortization of loans.
3. Apply basic matrix operations, including linear programming methods, to solve application problems.
4. Demonstrate fundamental probability techniques and application of those techniques, including expected value, to solve problems.
5. Apply matrix skills and probability analyses to model applications to solve real-world problems.

Course Requirements and Evaluation:

Students are expected to “attend class regularly. Grades for the semester are calculated based on the student’s performance on homework, test reviews, three major tests, quizzes, attendance time requirements, and the comprehensive final examination. Course grades are calculated as follows:

Quizzes/Projects	10%
Homework Average	15%
Exams	60%
Comprehensive Final Exam	15%

If the grade on the comprehensive final exam is higher than the lowest test score, I will drop the lowest test score and replace that grade with the higher grade make on the final exam.

Grades will be determined by overall percentage at the end of the course.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
< 60	F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

If you have to miss a class, please email Mrs. Abbott so I can let you know what you missed. Homework will be assigned regularly. The purpose of these activities is to give you the practice necessary to become proficient in a given mathematical concept, to examine various applications of the given concept, and to prepare for the exams.

Cell Phones: While in class, taking exams, or taking quizzes CELL PHONES AND OTHER ELECTRONIC DEVICES MUST BE TURNED OFF AND STORED OUT OF THE STUDENT'S REACH. The only electronic device allowed during class, tests and quizzes is a stand-alone calculator (such as a TI-34, TI-83, TI-84, etc.), and only with the instructor's permission.

Homework: For homework assignments click on the link within Blackboard to access Pearson MyLab. Follow due dates of every assignment on MyLab and/or syllabus calendar. No late work will be accepted.

Exams: We will have 3 exams and a comprehensive final exam. All Exams will be in class in paper/pencil format. Makeup exams will NOT be given, unless a student contacted me before the exam. The lowest exam grade will be replaced by your final exam (final not included).

Quizzes: For every lecture day we will have an assignment in MyLab that has to be completed. These assignments are to help prepare for quizzes. Quizzes will be given in class periodically to assess your knowledge. No make up quizzes will be given unless a student has contacted the instructor before the quiz.

Projects: During the semester we will have a couple of projects

Class Attendance:

Being in the habit of regularly studying, doing homework, and checking email daily is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday November 12, 2024.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Complaint Procedures:

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Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

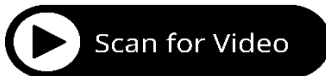
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule: You can access the tentative schedule through blackboard which will be the most up to date schedule. Below is a rough outline of what will be covered each week.

Week	Dates	Events	Comments
0	8/17 – 8/21	Syllabus; Algebra Rev; Section 1.1	
1	8/24 – 8/28	Section 1.2, 5.1; Quiz (1.1 – 1.2)	
2	8/31 – 9/4	Section 5.2, 5.3; Quiz (5.1 – 5.2)	
3	9/7 – 9/11	Review; Exam #1	9/7 - No School
4	9/14 – 9/18	Section 2.1, 2.2, 2.3; Quiz (2.1 – 2.2)	
5	9/21 – 9/25	Section 2.4, 2.5; Quiz (2.3 – 2.4)	9/21 & 9/22 – No School
6	9/28 – 10/2	Section 2.6; Review; Exam #2	
7	10/5 – 10/9	Section 3.1, 3.2; Quiz (3.1 - 3.2)	
10/12 – 10/16 Fall Break – No School			
8	10/19 – 10/23	Sections 3.3, 3.4; Review	10/19 – No School
9	10/26 – 10/29	Exam #3; Section 4.1	
10	11/2 – 11/6	Sections 4.2, 4.3; Quiz (4.1 – 4.3)	
11	11/9 – 11/13	Section 4.4, 4.5; Quiz (4.4 – 4.5)	
12	11/16 – 11/20	Review; Exam #4	
11/23 – 11/27 Thanksgiving Break – No School			
13	11/30 – 12/4	Review for Final Exams	
14	12/7 – 12/10	Final Exam Week	

Math 1325.10N0.40N0.50N0
Calculus for Business & Social Sciences Syllabus
Fall 2026

Instructor: John Fornof
Office: MS 111L
Phone: 903-782-0331
Email: jfornof@parisjc.edu

Meeting Location: MS114 GC127 SSC1
Meeting Days: MW
Meeting Times: 9:30 – 10:45

Office Hours:
Monday and Wednesday
Tuesday and Thursday

8:00 – 9:30; 3:00 – 4:00
12:30 – 4:00

Course Description: Lecture Course:

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.

Credits: SCH = 3

TSI Requirement: 950 Math

Prerequisite(s): MATH 1314 or 1324

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using *College Mathematics for Business, Economics, Life Sciences, and Social Sciences 14th ed.*--Barnett, Ziegler, Byleen, and Stocker; ISBN: 987-0-13-467414-8.. You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

- 1)** Go to <https://ACCESSPortal.follett.com:443/1836>
- 2)** Create an account using your student email account
- 3)** Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4)** You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Students must have a graphing calculator or a scientific calculator. I prefer the TI-84+ graphing calculator, but a simple scientific calculator will work. Students must have the necessary basic computer skills to successfully utilize Blackboard and MathLab. Students must also have a personal computer with reliable internet service or access to a computer with reliable internet

service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and MathLab.

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause:

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Course Goals and Objectives:**Required Core Objectives**

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level)

1. To apply arithmetic, algebra, and calculus to modeling and solving real-world situations.
2. To represent and evaluate mathematical information verbally, numerically, graphically and symbolically.
3. To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
4. To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the result.
5. To interpret mathematical models such as formulas, graphs and tables, and draw inferences from them.
6. To develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

Student Learning Outcomes (MATH 1325 Course-Level)

1. The student is expected to analyze the limits and derivatives of polynomial, rational, exponential and logarithmic functions and apply the concepts to real life situations.

2. The student is expected to interpret maxima, minima, concavity, and curve sketching of polynomial, rational, exponential and logarithmic functions.
3. The student is expected to analyze the integration of polynomial, rational, exponential and logarithmic functions and apply the concepts to real life situations.

Course Requirements and Evaluation:

There will be four tests. The fourth test will be the final exam. Each test will contribute 15% to the final grade making a total of 60%, and homework will contribute the remaining 40%.

Grades will be determined by overall percentage at the end of the course.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
< 60	F

Course Policies:

It is important to be ready to go with your paper and pencil out at the beginning of each class. Do your best to not be tardy, but if you are late, it is better to show up late than not at all. If you have to miss a class, please email me at jfornof@parisjc.edu so I can let you know what you missed. Homework will be assigned regularly. The purpose of these activities is to give you the practice necessary to become proficient in a given mathematical concept, to examine various applications of the given concept, and to prepare for the exams. Homework assignments are due weekly by Sunday night at 11:59pm.

Class Attendance:

You are expected to attend and participate in class and complete all assignments by the assigned due date. You CAN NOT expect to do well in this class without attending class or completing all assignments. Absences are considered unexcused unless due to sickness, emergencies, or sanctioned school activities. **Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is Thursday, November 12th.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Statement on AI usage:

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by email and an announcement in Blackboard.

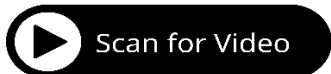
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

<u>Section</u>	<u>Topic</u>
9.1	<u>Introduction to Limits</u>
9.2	<u>Infinite Limits and Limits at Infinity</u>
9.3	<u>Continuity</u>
9.4	<u>The Derivative</u>

Test 1

<u>9.5</u>	<u>Basic Differentiation Properties</u>
<u>9.7</u>	<u>Marginal Analysis in Business and Economics</u>
<u>10.1</u>	<u>The constant e and Continuous Compound Interest</u>
<u>10.2</u>	<u>Derivatives of Exponential and Logarithmic Functions</u>
<u>10.3</u>	<u>Derivatives of Products and Quotients</u>
<u>10.4</u>	<u>The Chain Rule</u>

Test 2

<u>10.5</u>	<u>Implicit Differentiation</u>
<u>10.7</u>	<u>Elasticity of Demand</u>
<u>11.1</u>	<u>First Derivative and Graphs</u>
<u>11.2</u>	<u>Second Derivative and Graphs</u>
<u>11.5</u>	<u>Absolute Maxima and Minima</u>
<u>11.6</u>	<u>Optimization</u>

Test 3

<u>12.1</u>	<u>Antiderivatives and Indefinite Integrals</u>
<u>12.2</u>	<u>Integration by Substitution</u>
<u>12.5</u>	<u>The Definite Integral and the Fundamental Theorem of Calculus</u>

The Final Exam (test 4) will be during regular class time December 9th.

Math 1325.20D0
Calculus for Business & Social Sciences Syllabus
Fall 2026

Instructor: John Fornof
Office: MS 111L
Phone: 903-782-0331
Email: jfornof@parisjc.edu

Meeting Location: Online
Meeting Days: N/A
Meeting Times: N/A

Office Hours: Available in my office in Paris MS 111L, or virtually through Zoom at the address below.

<https://parisjc.zoom.us/j/85627443036?pwd=dmdJc2YxQ0hVZzJkSjMzRTgyNVBvUT09>

Monday and Wednesday

8:00 – 9:30; 3:00 – 4:00

Tuesday and Thursday

12:30 – 4:00

****IMPORTANT**** All students must complete the First Assignment (Section 9.1) located in Pearson's MyLab by 11:59 p.m. September 8th—the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Make sure to observe all due dates for homework and tests. These due dates are in this syllabus below, and also in MyLab which is accessed through Blackboard. Also, be sure to check your dragon mail daily.

Course Description: Online Course:

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.

Credits: SCH = 3

TSI Requirement: 950 Math

Prerequisite(s): MATH 1314 or 1324

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using *College Mathematics for Business, Economics, Life Sciences, and Social Sciences 14th ed.*--Barnett, Ziegler, Byleen, and Stocker; ISBN: 987-0-13-467414-8.. You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Students must have a graphing calculator or a scientific calculator. I prefer the TI-84+ graphing calculator, but a simple scientific calculator will work. Students must have the necessary basic computer skills to successfully utilize Blackboard and MathLab. Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and MathLab.

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause:

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Course Goals and Objectives:

Required Core Objectives

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level)

1. To apply arithmetic, algebra, and calculus to modeling and solving real-world situations.
2. To represent and evaluate mathematical information verbally, numerically, graphically and symbolically.
3. To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.

4. To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the result.
5. To interpret mathematical models such as formulas, graphs and tables, and draw inferences from them.
6. To develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

Student Learning Outcomes (MATH 1325 Course-Level)

1. The student is expected to analyze the limits and derivatives of polynomial, rational, exponential and logarithmic functions and apply the concepts to real life situations.
2. The student is expected to interpret maxima, minima, concavity, and curve sketching of polynomial, rational, exponential and logarithmic functions.
3. The student is expected to analyze the integration of polynomial, rational, exponential and logarithmic functions and apply the concepts to real life situations.

Course Requirements and Evaluation:

There will be four tests. The fourth test will be the final exam. Each test will contribute 15% to the final grade making a total of 60%, and homework will contribute the remaining 40%.

Grades will be determined by overall percentage at the end of the course.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
< 60	F

Required Activity:

All students must complete the First Assignment (Section 9.1) located in Pearson's MyLab by 11:59 p.m. September 8th—the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Homework will be assigned regularly. The purpose of these activities is to give you the practice necessary to become proficient in a given mathematical concept, to examine various applications of the given concept, and to prepare for the exams. Homework assignments are due weekly by Sunday night at 11:59pm

Testing Policy:

Four tests will be given for the semester covering assigned homework material. It is the responsibility of the student to note test dates. See the schedule below for the dates each test will be open and available to take. **The online tests will utilize the Respondus Lock Down Browser which will require you to have a webcam.** Most laptops already have a webcam built in. If you do not have a webcam, or if you prefer, you can also take the tests proctored at an approved testing center. Proctored tests taken at a PJC testing center must be scheduled. The phone number for the testing center on the Paris campus is 903-782-0446. For Greenville, the number is 903-454-9333, and in Sulphur Springs you can call 903-885-1232. If you wish to use a different testing center, give me their contact information so I can send them the necessary information to access the test. Be sure you know your blackboard login information when going to the testing center. Be sure not to wait to the last possible date to take exams in the event last minute conflicts or personal

problems occur. Remember there are no make-up exams. No cell phones, tablets, books, or electronic materials may be used by students during testing. **However, you may use a calculator and one page of notes (front and back) for each test.**

Class Attendance:

Being in the habit of regularly studying, doing homework, and checking email daily is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* **Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12th.**

Class Conduct:

Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Statement on AI usage:

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by email and an announcement in Blackboard.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule

Week	Assignment
Aug 24 – Aug 30	9.1 Introduction to Limits
Aug 31 – Sep 6	9.2 Infinite Limits and Limits at Infinity 9.3 Continuity
Sep 7 – Sep 13	9.4 The Derivative
Sep 14 – Sep 20	Test 1 (Sep 14-20) 9.5 Basic Differentiation Properties
Sep 21 – Sep 27	9.7 Marginal Analysis in Business and Economics 10.3 Derivatives of Products and Quotients
Sep 28 – Oct 4	10.2 Derivatives of Exponential and Logarithmic Functions 10.4 The Chain Rule
Oct 5 – Oct 11	10.4 The Chain Rule Test 2 (Oct 7-14)
Oct 12 – Oct 18	Test 2 (Oct 7-14) 10.5 Implicit Differentiation
Oct 19 – Oct 25	10.7 Elasticity of Demand 11.1 First Derivative and Graphs
Oct 26 – Nov 1	11.2 Second Derivative and Graphs
Nov 2 – Nov 8	11.5 Absolute Maxima and Minima 11.6 Optimization
Nov 9 – Nov 15	11.6 Optimization Test 3 (Nov 11-18)
Nov 16 – Nov 22	Test 3 (Nov 11-18) 12.1 Antiderivatives and Indefinite Integrals
Nov 23 – Dec 1	12.2 Integration by Substitution 12.5 The Definite Integral and the Fundamental Theorem of Calculus
	Review
Dec 2 – Dec 9	Final Exam (Proctored)

MATH 1342.10A0
ELEMENTARY STATISTICS
FALL 2026

Instructor: Tasha Horton
Office: PJC MS 111K
Phone: (903) 782-0317
Email: thorton@parisjc.edu

Meeting Location: Paris/MS/113
Meeting Days: MW 9:30am – 10:45am
Office Hours: MW: 8am – 9am & 1 – 3pm
TR (SS): 9 – 10am & 2 – 3pm

Course Description:

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

Credits: 3 hours

TSI Requirement: 350 Math

Prerequisite: MATH 0400 or appropriate placement test.

Required Textbook(s) and Materials:

This course will rely on the TI-83 or TI-84 calculator and therefore a calculator is STONGLY RECOMMENDED.

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson (Elementary Statistics: Using the TI-83/84 Plus Calculator, 5th edition) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

This course has Pearson Course Materials integrated directly into Blackboard which includes an e-text. A hard copy of the textbook is optional and will be an additional expense. Students must have the necessary basic computer skills to successfully utilize Blackboard and MyLab. Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service for a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard.

Course Goals and Objectives:

Student Learning Outcomes (Core Curriculum-Level)

1. Demonstrate Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level):

1. Communication & Quantitative Literacy — Communicate effectively in written and oral forms, and apply mathematical and quantitative reasoning to interpret data, solve problems, and support evidence-based conclusions.
2. Scientific Inquiry & Critical Thinking — Apply the principles of scientific reasoning and the scientific method to evaluate evidence, analyze problems, and draw logical conclusions across natural and social phenomena.
3. Technological & Information Competency — Locate, assess, and ethically apply information and technology to conduct research, analyze data, and communicate findings effectively.
4. Interdisciplinary Knowledge — Demonstrate foundational knowledge spanning the natural sciences, social sciences, and humanities, recognizing the connections between disciplines in understanding the world.
5. Personal & Professional Readiness — Exhibit behaviors and skills associated with academic success, ethical responsibility, and preparation for transfer to a four-year institution or entry into a professional field.

Student Learning Outcomes (MATH 1342 Course-Level)

1. Explain the use of data collection and statistics as tools to reach reasonable conclusions.
2. Recognize, examine and interpret the basic principles of describing and presenting data.
3. Compute and interpret empirical and theoretical probabilities using the rules of probabilities and combinatorics.
4. Explain the role of probability in statistics.
5. Examine, analyze and compare various sampling distributions for both discrete and continuous random variables.
6. Describe and compute confidence intervals.
7. Solve linear regression and correlation problems.
8. Perform hypothesis testing using statistical methods.

Course Requirements and Evaluation:

There will be four tests, homework, quizzes, and a comprehensive final. The final exam is comprehensive. Homework will be assigned regularly.

Grading:

Grade scale

A 90-100
B 80-89
C 70-79
D 60-69
F 0-59

Grade Weighting System

Homework – 40%
Tests & Final – 60%

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Adhere to the policies set in place by the PJC Student Handbook. Communicate with your instructor regarding absences in a timely manner to resolve any issues that could occur from missing lectures. Late work will not be accepted. Missed tests must be made up on the first day back at school or the morning of the test if you are missing school due to extracurricular activities.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the students.

The last day for a student to withdraw from a course with a grade of "W" is **November 12, 2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their

discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change through Blackboard.

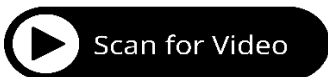
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC
Week 1 8/24 – 8/27	Syllabus and Quiz 1.1 – Statistical and Critical Thinking
Week 2 8/31 – 9/3	1.2 – Types of Data 1.3 – Collecting Sample Data 2.1 – Frequency Distributions and Organizing and Summarizing Data
Week 3 9/7 – 9/10	Labor Day Holiday 2.2 – Histograms 2.3 – Graphs that Enlighten and Graphs that Deceive
Week 4 9/14 – 9/17	3.1 – Measures of Center 3.2 – Measures of Variation
Week 5 9/21 – 9/24	3.3 – Measures of Relative Standing and Boxplots Exam 1
Week 6 9/28 – 10/1	4.1 – Basic Concepts of Probability 4.2 – Addition Rule and Multiplication Rule
Week 7 10/5 – 10/8	4.3 – Complements, Conditional Probability, and Bayes' Theorem 4.4 – Counting
Week 8 10/12 – 10/15	5.1 – Probability of Distributions 5.2 – Binomial Probability Distribution
Week 9 10/19 – 10/22	Review Exam 2
Week 10 10/26 – 10/29	6.1 – The Standard Normal Distribution 6.2 – Real Applications and Normal Distributions
Week 11 11/2 – 11/5	6.4 – The Central Limit Theorem 7.1 – Estimating a Population Proportion
Week 12 11/9 – 11/12	7.2 – Estimating a Population Mean Exam 3
Week 13 11/16 – 11/19	8.1 – Basics of Hypothesis Testing 8.2 – Testing a Claim About a Proportion
Week 14 11/23 – 11/26	8.3 – Testing a Claim About a Mean
Week 15 11/30 – 12/3	2.4 – Scatterplots, Correlation, and Regression 10.2 – Regression Exam 4
Week 16 12/7 – 12/9	Review for Final Exam Final Exam - Wednesday, 12/9

MATH 1342.10N0/50N0
Elementary Statistics
Fall 2026

Instructor: Caleb Talley
Office: MS 111H
Phone: 903.782.0335
Email: rtalley@parisjc.edu
Office Hours:

Meeting Location: MS 114/SSC 115
Meeting Days: Tuesday & Thursday
Meeting Times: 1:00-2:15 PM

Monday	Tuesday	Wednesday	Thursday
7:00-8:00 9:30-11:30	7:00-9:00	7:00-8:00 9:30-11:30	7:00-9:00

Course Description:

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

Credits: 3 Lecture Hours per Week

TSI Requirement: Mathematics if you have not met the requirements regarding STAAR testing scores. Check with PJC to determine.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson MyLab (*Elementary Statistics Using the TI-83/84 Plus Calculator, 5th Edition.*) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

A TI-84 Plus Calculator is *STRONGLY* recommended for the successful completion of this course.

Course Goals and Objectives:

Required Core Objectives

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (SLO)

Upon successful completion of this course, students will:

1. Explain the use of data collection and statistics as tools to reach reasonable conclusions.
2. Recognize, examine and interpret the basic principles of describing and presenting data.
3. Compute and interpret empirical and theoretical probabilities using the rules of probabilities and combinatorics.
4. Explain the role of probability in statistics.
5. Examine, analyze and compare various sampling distributions for both discrete and continuous random variables.
6. Describe and compute confidence intervals.
7. Solve linear regression and correlation problems.
8. Perform hypothesis testing using statistical methods.

Course Requirements and Evaluation:

Your final grade for the course will be determined as follows:

Homework: 50%

Tests: 50%

Your homework is fully online and will be open for a week at a time. Initial due dates will always be on Sunday evenings at 11:59 PM. I will reopen homework during the week of the Exam that covers its material. For example, I will reopen all of the Chapter 1, 2, and 3 Homework on Monday, September 14 since the Chapter 1 Test is scheduled for Thursday, September 17. You will have unlimited attempts at each homework problem, so take advantage of this. The homework has tools built in that show examples and that walk you through each question. There are also videos and examples that can be viewed within each homework section.

Tests will be given on the dates specified in the Class Schedule at the end of this syllabus. Tests will cover material from the stated chapters. A review will be uploaded to Blackboard at least a week before each test with an Answer Key for you to check your work. Completing the homework and working through the reviews are the best ways to ensure success on the Tests. The Final Exam is cumulative and will be multiple choice. The Final Exam is weighted the same as all the other tests and is MANDATORY. Your final exam grade will replace your lowest test grade if it is higher.

Course Policies:

Adhere to the policies set in place by the PJC Student Handbook. Communicate with your instructor regarding absences in a timely manner in order to resolve any issues that could occur from missing lectures. Late work will not be accepted.

Missed tests will not be allowed to be made up without prior documentation. If you know you will be absent on the day of a test, it is your responsibility to email me to set up a time to make it up. Any assignment that is missed without communication will receive an automatic grade of zero.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Mathematics Department Artificial Intelligence Policy:

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework, but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test; therefore, cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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Illness Policy:

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1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

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Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

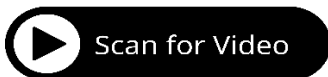
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	Homework Due Sunday
8/25	Syllabus, MyLab Set Up, 1-1: Statistical and Critical Thinking	
8/27	1-2: Types of Data 1-3: Collecting Sample Data	1-1, 1-2, & 1-3
9/01	2-1: Frequency Distributions	
9/03	2-2: Histograms 2-3: Graphs That Enlighten and Graphs That Deceive	2-1, 2-2, & 2-3
9/08	3-1: Measures of Center 3-2: Measures of Variation	
9/10	3-2: Measures of Variation 3-3: Measures of Relative Standing and Boxplots	3-1, 3-2, & 3-3
9/15	4-1: Basic Concepts of Probability	
9/17	Exam 1 – Covers Chapters 1, 2, and 3	4-1
9/22	4-2: Addition Rule and Multiplication Rule	
9/24	4-3: Complements, Conditional Probability, and Bayes' Theorem	4-2 & 4-3
9/29	4-4: Counting	
10/01	5-1: Probability Distributions	4-4 & 5-1
10/06	5-2: Binomial Probability Distributions	
10/08	6-1: The Standard Normal Distribution	5-2 & 6-1
10/13	6-2: Real Applications of Normal Distributions	
10/15	Exam 2 – Covers Chapters 4 and 5	6-2
10/20	6-4: The Central Limit Theorem	
10/22	7-1: Estimation a Population Proportion	6-4 & 7-1
10/27	7-2: Estimating a Population Mean	
10/29	8-1: Basics of Hypothesis Testing	7-2 & 8-1
11/03	8-2: Testing a Claim About a Proportion	
11/05	Exam 3 – Covers Chapters 6 and 7	8-2
11/10	8-3: Testing a Claim About a Mean	
11/12	2-4: Scatterplots, Correlation, and Regression 10 – Correlation and Regression	8-3, 2-4, & 10
11/17	Review for Exam 4	
11/19	Exam 4 – Covers Chapters 8, 10, and 2-4	
11/24	Catch-Up/Final Exam Review	
12/01	Final Exam Review	
12/03	Final Exam Review	
12/10	Final Exam	All Pearson assignments

Homework assignments are due on Sundays at 11:59 PM. The most current due dates for assignments can also be viewed in MyLab.

MATH 1342.20D0
Elementary Statistics
Fall 2026

Instructor: Caleb Talley
Office: MS 111H
Phone: 903.782.0335
Email: rtalley@parisjc.edu
Office Hours:

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Monday	Tuesday	Wednesday	Thursday
7:00-8:00 9:30-11:30	7:00-9:00	7:00-8:00 9:30-11:30	7:00-9:00

Course Description:

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

Credits: 3 Lecture Hours per Week

TSI Requirement: Mathematics if you have not met the requirements regarding STAAR testing scores. Check with PJC to determine.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson MyLab (*Elementary Statistics Using the TI-83/84 Plus Calculator, 5th Edition.*) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

A TI-84 Plus Calculator is *STRONGLY* recommended for the successful completion of this course.

Course Goals and Objectives:

Required Core Objectives

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (SLO)

Upon successful completion of this course, students will:

1. Explain the use of data collection and statistics as tools to reach reasonable conclusions.
2. Recognize, examine and interpret the basic principles of describing and presenting data.
3. Compute and interpret empirical and theoretical probabilities using the rules of probabilities and combinatorics.
4. Explain the role of probability in statistics.
5. Examine, analyze and compare various sampling distributions for both discrete and continuous random variables.
6. Describe and compute confidence intervals.
7. Solve linear regression and correlation problems.
8. Perform hypothesis testing using statistical methods.

Course Requirements and Evaluation:

Your final grade for the course will be determined as follows:

Homework: 50%

Tests: 50%

Your homework is fully online and will be open for a week at a time. Initial due dates will always be on Sunday evenings at 11:59 PM. I will reopen homework assignments during the week of the Exam that covers its material. For example, I will reopen all of the Chapter 1, 2, and 3 Homework Assignments on Monday, September 14 since the Chapter 1 Test is scheduled for to close on Sunday, September 20. You will have unlimited attempts at each homework problem, so take advantage of this. The homework has tools built in that show examples and that walk you through each question. There are also videos and examples that can be viewed within each homework section.

Tests will be given on the dates specified in the Class Schedule at the end of this syllabus. Tests will open on Monday and close on Sunday of the week listed in the class schedule. Tests will cover material from the stated chapter. A review will be uploaded to Blackboard at least a week before each test with an Answer Key for you to check your work. Completing the homework and working through the reviews are the best ways to ensure success on the Tests. The Final Exam is cumulative and will be multiple choice. The Final Exam is weighted the same as all the other tests and is MANDATORY. Your final exam grade will replace your lowest test grade if it is higher.

Course Policies:

Adhere to the policies set in place by the PJC Student Handbook. Communicate with your instructor regarding absences in a timely manner in order to resolve any issues that could occur from extended absence from Blackboard. Missed tests will not be extended due to being open for a week at a time.

It is your responsibility to communicate with me any time you need help or have questions. The best way to get ahold of me is via email. Be sure to include your course and section number in the Subject line when emailing me so that it is easy to identify which course you are in.

Tests will be administered directly through Blackboard and will utilize Respondus Monitor and Lockdown Browser. You must have a webcam to utilize this feature. If you do not have access to a PC/laptop with a webcam, you may take your proctored exams at one of PJC's Testing Centers. There are Testing Centers on all three of our campuses. If you need to use the Testing Center, please email me as soon as possible to begin the process of scheduling an appointment.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Mathematics Department Artificial Intelligence Policy:

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework, but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test; therefore, cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

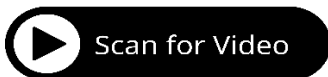
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Week	Dates	Assignments
Week 1	8/24-8/30	1-1: Statistical and Critical Thinking 1-2: Types of Data 1-3: Collecting Sample Data
Week 2	8/31-9/06	2-1: Frequency Distributions 2-2: Histograms 2-3: Graphs That Enlighten and Graphs That Deceive
Week 3	9/07-9/13	3-1: Measures of Center 3-2: Measures of Variation 3-3: Measures of Relative Standing and Boxplots
Week 4	9/14-9/20	Exam 1 – Covers Chapters 1, 2, and 3
Week 5	9/21-9/27	4-1: Basic Concepts of Probability 4-2: Addition Rule and Multiplication Rule
Week 6	9/28-10/4	4-3: Complements, Conditional Probability, and Bayes' Theorem 4-4: Counting
Week 7	10/05-10/11	5-1: Probability Distributions 5-2: Binomial Probability Distributions
Week 8	10/12-10/18	Exam 2 – Covers Chapters 4 and 5
Week 9	10/19-10/25	6-1: The Standard Normal Distribution 6-2: Real Applications of Normal Distributions 6-4: The Central Limit Theorem
Week 10	10/26-11/01	7-1: Estimation a Population Proportion 7-2: Estimating a Population Mean
Week 11	11/02-11/08	Exam 3 – Covers Chapters 6 and 7
Week 12	11/09-11/15	8-1: Basics of Hypothesis Testing 8-2: Testing a Claim About a Proportion
Week 13	11/16-11/22	8-3: Testing a Claim About a Mean 2-4: Scatterplots, Correlation, and Regression 10 – Correlation and Regression
Week 14	11/23-11/29	Exam 4 – Covers Chapters 8, 10, and 2-4
Week 15	11/30-12/06	Final Exam opens Tuesday, December 1
Week 16	12/7-12/08	Final Exam closes Tuesday, December 8 at 11:59 PM

Homework assignments are due on Sundays at 11:59 PM. The most current due dates for assignments can also be viewed in MyLab.

MATH 1350.20D0
FUNDAMENTALS OF MATHEMATICS I
FALL 2026

Instructor: Tasha Horton
Office: PJC MS 111K
Phone: (903) 782-0317
Email: thorton@parisjc.edu

Meeting Location: ONLINE

Office Hours: MW: 8am – 9am & 1 – 3pm
TR (SS): 9 – 10am & 2 – 3pm

Course Description:

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking.

Credits: 3 HOURS

Prerequisite(s): MATH 1314 College Algebra

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson (A Problem Solving Approach to Mathematics for Elementary and Middle School Teachers, 14th edition) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

This course has Pearson Course Materials integrated directly into Blackboard which includes an e-text. A hard copy of the textbook is optional and will be an additional expense. Students must have the necessary basic computer skills to successfully utilize Blackboard and MyLab. Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service for a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard.

All tests can be taken online if you have a webcam; otherwise, all tests will need to be taken at a testing center.

Course Goals and Objectives:

Student Learning Outcomes (Core Curriculum-Level)

1. Demonstrate Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level):

1. Communication & Quantitative Literacy — Communicate effectively in written and oral forms, and apply mathematical and quantitative reasoning to interpret data, solve problems, and support evidence-based conclusions.
2. Scientific Inquiry & Critical Thinking — Apply the principles of scientific reasoning and the scientific method to evaluate evidence, analyze problems, and draw logical conclusions across natural and social phenomena.
3. Technological & Information Competency — Locate, assess, and ethically apply information and technology to conduct research, analyze data, and communicate findings effectively.
4. Interdisciplinary Knowledge — Demonstrate foundational knowledge spanning the natural sciences, social sciences, and humanities, recognizing the connections between disciplines in understanding the world.

5. Personal & Professional Readiness — Exhibit behaviors and skills associated with academic success, ethical responsibility, and preparation for transfer to a four-year institution or entry into a professional field.

Student Learning Outcomes (MATH 1350 Course-Level)

1. Explain and model the arithmetic operations for whole numbers and integers.
2. Explain and model computations with fractions, decimals, ratios, and percentages.
3. Describe and demonstrate how factors, multiples, and prime numbers are used to solve problems.
4. Apply problem solving skills to numerical applications.
5. Represent and describe relationships among sets using the appropriate mathematical terminology and notation.
6. Compare and contrast structures of numeration systems

Course Requirements and Evaluation:

There will be four tests, homework, quizzes, and a comprehensive final. The final exam is comprehensive. Homework will be assigned regularly. All tests can be taken online if you have a webcam; otherwise, all tests will need to be taken at a testing center.

Grading:

Grade scale

A 90-100
B 80-89
C 70-79
D 60-69
F 0-59

Grade Weighting System

Homework – 40%
Tests & Final – 60%

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Adhere to the policies set in place by the PJC Student Handbook.

Class Attendance:

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The last day for a student to withdraw from a course with a grade of "W" is **November 12, 2026.**

Class Conduct:

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Academic Honesty:

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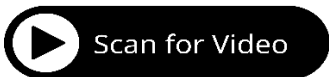
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Class Overview

All homework and tests will be on Blackboard. Select the assignment link to access them.

Each homework assignment includes **videos and examples** that explain how to work the problems. These resources can be found in the **Chapter Videos and Textbook** sections listed before each homework assignment. Your online textbook is also available there.

All homework will open on the first day of class. Homework for each chapter will remain open until the **due date of that chapter's exam**. Because each section contains several problems, **don't wait until the last minute!** I recommend completing at least **one homework section each day** and trying to take each exam by the **Friday before the exam deadline**.

Course Schedule/Weekly Lesson Plan:

DATE	TOPIC
Week 1 & 2 8/24 – 9/6 Exam 1 opens 8/31 Exam 1 & HW close 9/6 @11:59pm	Syllabus and Quiz 1.1 Mathematics & Problem Solving 1.2 Explorations with Patterns 2.2 Describing Sets 2.3 Other Set Operations Exam 1
Week 3 – 5 9/7 – 9/27 Exam 2 opens 9/21 Exam 2 & HW close 9/27 @11:59pm	3.1 Numeration Systems 3.2 Addition of Whole Numbers 3.3 Subtraction of Whole Numbers 3.4 Multiplication of Whole Numbers 3.5 Division of Whole Numbers Exam 2
Week 6 – 8 9/28 – 10/18 Exam 3 opens 10/12 Exam 3 & HW close 10/18 @11:59pm	4.1 Divisibility 4.2 Prime & Composite Numbers 4.3 Greatest Common Divisor & Least Common Multiple 5.1 Addition & Subtraction of Integers 5.2 Multiplication & Division of Integers Exam 3
Week 9 – 14 10/19 – 11/24 Exam 4 opens 11/16 Exam 4 & HW close 11/22 @11:59pm	6.1 The Set of Rational Numbers 6.2 Addition, Subtraction & Estimation of Rational Numbers 6.3 Multiplication, Division & Estimation of Rational Numbers 6.4 Ratios, Proportions, & Proportional Reasoning 7.1 Terminating Decimals 7.2 Operations on Decimals 7.3 Repeating Decimals 7.4 Percent
Week 15 & 16 11/30 – 12/8	Review for Final Exam Final exam opens 12/2 Final Exam closes 12/8 at 11:59pm

Math 2312.10N0.40N0.50N0
Precalculus Syllabus
Fall 2026

Instructor: John Fornof
Office: MS 111L
Phone: 903-782-0331
Email: jfornof@parisjc.edu

Meeting Location: MS114 GC127 SSC1
Meeting Days: TR
Meeting Times: 9:30 – 10:45

Office Hours:
Monday and Wednesday
Tuesday and Thursday

8:00 – 9:30; 3:00 – 4:00
12:30 – 4:00

Course Description: Lecture Course

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Topics covered in this course include algebraic, logarithmic, and exponential functions and equations, graphing techniques, trigonometric functions, right and oblique triangles, graphs of trig functions, inverse functions, trig identities and equations, Law of Sines, Law of Cosines, and vectors.

Credits: SCH = 3

TSI Requirement: 950 Math

Prerequisite(s): MATH 1314 with a "C" or better or by placement test

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Aleks (Precalculus 2nd ed. Julie Miller, Donna Gerken; ISBN: 978-1-264-24842-1). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Graphing calculator TI-83, TI-84, or TI-89 is required and allowed to use during lectures and partially during exams.

Student must have the necessary basic computer skills to successfully utilize Blackboard and Aleks. Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and Aleks.

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause:

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Course Goals and Objectives:

Required Core Objectives

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level)

1. Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.
2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (MATH 2312 Course-Level)

1. Demonstrate and apply knowledge of properties of functions.
2. Recognize and apply algebraic and transcendental functions and solve related equations.
3. Apply graphing techniques to algebraic and transcendental functions.
4. Compute the values of trigonometric functions for key angles in all quadrants of the unit circle measured in both degrees and radians.
5. Prove trigonometric identities.
6. Solve right and oblique triangles.

Course Requirements and Evaluation:

There will be three tests. Each test will contribute 15% to the final grade making a total of 45%. The final exam will be worth another 15%, leaving 5% for the Review Module, and 35% for homework. ***The final exam will be administered December 10th and is comprehensive. The student must take it to pass the course. If the grade on the final exam is higher than the lowest test score, I will drop the lowest test score and replace that grade with the higher grade make on the final exam.*** Grades will be determined by overall percentage at the end of the course.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
< 60	F

Course Policies:

It is important to be ready to go with your paper and pencil out at the beginning of each class. Do your best to not be tardy, but if you are late, it is better to show up late than not at all. If you have to miss a class, please email me at jfornof@parisjc.edu so I can let you know what you missed. Homework will be assigned regularly. The purpose of these activities is to give you the practice necessary to become proficient in a given mathematical concept, to examine various applications of the given concept, and to prepare for the exams. Homework assignments are due weekly by Sunday night at 11:59pm.

Class Attendance:

Being in the habit of regularly studying, doing homework, and checking email daily is critical for the successful completion of this course. **Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is Thursday, November 12th.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom. No obscene/vulgar language will be permitted in the classroom. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the

nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Statement on AI usage:

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

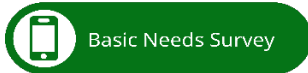
1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by email and an announcement in Blackboard.

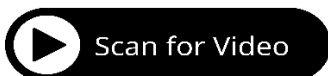
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Syllabus, Review of Basic Algebra, Inverse, Exponential, and Logarithmic Functions

4.1 Angles and Their Measure

4.2 Trigonometric Functions Defined on the Unit Circle

4.3 Right Triangle Trigonometry

Test 1

4.4 Trigonometric Functions of Any Angle

4.5 Graphs of Sine and Cosine Functions

4.6 Graphs of Other Trigonometric Functions

4.7 Inverse Trigonometric Functions

Test 2

5.1 Fundamental Trigonometric Identities

5.2 Sum and Difference Formulas

5.3 Double-Angle, Power-Reducing, and Half-Angle Formulas

5.4 Product-to-Sum and Sum-to-Product Formulas

5.5 Trigonometric Equations

6.1 Applications of Right Triangles

6.2 The Law of Sines

6.3 The Law of Cosines

Test 3

7.4 Vectors

7.5 Dot Product

Final Exam Thursday December 10th.

**Math 2312.91A0
Precalculus Syllabus
Fall 2026**

Instructor: Jackilyn Abbott
Office: RCHS CCA 206
Phone: 972-636-9991
Email: jabbott@parisjc.edu
Office Hours: Tues – Thur 7:35 – 8:05am & 3:50 – 4:50pm

Meeting Location: RCHS CCA 206
Meeting Days: MTWThF
Meeting Times: 2:53 – 3:40 pm

Course Description: Lecture Course

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Topics covered in this course include algebraic, logarithmic, and exponential functions and equations, graphing techniques, trigonometric functions, right and oblique triangles, graphs of trig functions, inverse functions, trig identities and equations, Law of Sines, Law of Cosines, and vectors.

Credits: SCH = 3

TSI Requirement: 950 Math

Prerequisite(s): MATH 1314 with a “C” or better or by placement test

Required Textbook(s) and Materials:

Precalculus 2nd ed. Julie Miller, Donna Gerken; ISBN: 978-1-264-24842-1. A hard copy of the textbook is optional and will be an additional expense. You do not need to purchase a physical copy of the book unless you want one. Everything you will need is contained within the software.

Graphing calculator TI-83, TI-84, or TI-89 is required and allowed to use during lectures and partially during exams.

Student must have the necessary basic computer skills to successfully utilize Blackboard and Aleks. Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and Aleks.

Course Goals and Objectives:

Required Core Objectives

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level)

1. Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.

2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (MATH 2312 Course-Level)

1. Demonstrate and apply knowledge of properties of functions.
2. Recognize and apply algebraic and transcendental functions and solve related equations.
3. Apply graphing techniques to algebraic and transcendental functions.
4. Compute the values of trigonometric functions for key angles in all quadrants of the unit circle measured in both degrees and radians.
5. Prove trigonometric identities.
6. Solve right and oblique triangles.

Course Requirements and Evaluation:

Students are expected to “attend class regularly. Grades for the semester are calculated based on the student’s performance on homework, test reviews, three major tests, quizzes, attendance time requirements, and the comprehensive final examination. Course grades are calculated as follows:

Quizzes/Projects	10%
Homework Average	15%
Test Average	55%
Comprehensive Final Exam	20%

If the grade on the comprehensive final exam is higher than the lowest test score, I will drop the lowest test score and replace that grade with the higher grade make on the final exam.

Grades will be determined by overall percentage at the end of the course.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
< 60	F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

If you have to miss a class, please email Mrs. Abbott so I can let you know what you missed. Homework will be assigned regularly. The purpose of these activities is to give you the practice

necessary to become proficient in a given mathematical concept, to examine various applications of the given concept, and to prepare for the exams.

Cell Phones: While in class, taking exams, or taking quizzes CELL PHONES AND OTHER ELECTRONIC DEVICES MUST BE TURNED OFF AND STORED OUT OF THE STUDENT'S REACH. The only electronic device allowed during class, tests and quizzes is a stand-alone calculator (such as a TI-34, TI-83, TI-84, etc.), and only with the instructor's permission.

Homework: For homework assignments click on the link within Blackboard to access ALEKS. Follow due dates of every assignment on ALEKS and/or syllabus calendar. No late work will be accepted.

Exams: We will have 3 exams and a comprehensive final exam. All Exams will be in class in paper/pencil format. Makeup exams will NOT be given, unless a student contacted me before the exam. The lowest exam grade will be replaced by your final exam (final not included).

Quizzes: For every lecture day we will have an assignment on ALEKS that has to be completed. These assignments are to help prepare for quizzes. Quizzes will be given in class periodically to assess your knowledge. No make up quizzes will be given unless a student has contacted the instructor before the quiz.

Projects: During the semester we will have a couple of projects

Class Attendance:

Being in the habit of regularly studying, doing homework, and checking email daily is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday November 12, 2024.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule: You can access the tentative schedule through blackboard which will be the most up to date schedule. Below is a rough outline of what will be covered each week.

Week	Dates	Events	Comments
0	8/17 – 8/21	Syllabus; Algebra & Geometry Review	
1	8/24 – 8/28	Section 4.1, 4.2	
2	8/31 – 9/4	Section 4.3, Review, Exam #1	
3	9/7 – 9/11	Section 4.4, 4.5	9/7 - No School
4	9/14 – 9/18	Section 4.6, 4.7	
5	9/21 – 9/25	Review; Exam #2	9/21 & 9/22 – No School
6	9/28 – 10/2	Section 5.1, 5.2	
7	10/5 – 10/9	Section 5.3, 5.4	
10/12 – 10/16 Fall Break – No School			
8	10/19 – 10/23	Section 5.5	10/19 – No School
9	10/26 – 10/29	Section 6.1, 6.2	
10	11/2 – 11/6	Section 6.3	
11	11/9 – 11/13	Review, Exam #3	
12	11/16 – 11/20	Section 7.4, 7.5	
11/23 – 11/27 Thanksgiving Break – No School			
13	11/30 – 12/4	Final Exam Review	
14	12/7 – 12/10	Final Exam Week	

Math 2413.10N0.40N0.50N0
Calculus I Syllabus
Fall 2026

Instructor: John Fornof
Office: MS 111L
Phone: 903-782-0331
Email: jfornof@parisjc.edu

Meeting Location: MS 114, GC 127, SSC 1
Meeting Days: MW
Meeting Times: 1:00 – 2:45

Office Hours:
Monday and Wednesday
Tuesday and Thursday

8:00 – 9:30; 3:00 – 4:00
12:30 – 4:00

Course Description: Lecture Course

Calculus is a collection of mathematical ideas used to describe and analyze phenomena that are in a state of flux or change, for example, moving objects and population growth. Topics covered in this course include: limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule; and definite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.

Credits: SCH = 4

TSI Requirement: 950 Math

Prerequisite(s): MATH 1314 and 1316 or 2312; or two years of high school algebra and high school trigonometry or pre-calculus

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson MyLab (Calculus Early Transcendentals 3rd ed.--Briggs, Cochran, Gillett, and Schultz; ISBN:987-0-13-476364-4). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Graphing calculator TI-83, TI-84, or TI-89 is required and allowed to use during lectures and partially during exams.

Student must have the necessary basic computer skills to successfully utilize Blackboard and Mylab. Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and Mylab.

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause:

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Course Goals and Objectives:

Required Core Objectives

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level)

1. Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.
2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (MATH 2413 Course-Level)

1. Define and interpret the concepts of limit, continuity, and derivative of a function verbally, algebraically, and graphically.
2. Evaluate limits of functions.
3. Interpret the derivative at a point in multiple ways, including slope of a tangent line and instantaneous rate of change.
4. Calculate derivatives of a wide variety of functions obtained by applying transformations, algebraic operations, and compositions.
5. Interpret the definite integral in multiple ways, including area and total change.

Course Requirements and Evaluation:

There will be three tests. Each test will contribute 20% to the final grade making a total of 60%. The final exam will be worth another 20%, leaving 20% for home work. *The final exam will be administered December 9th and is comprehensive. The student must take it to pass the course. If the grade on the final exam is higher than the lowest test score, I will drop the lowest test score and replace that grade with the higher grade made on the final exam.* Grades will be determined by overall percentage at the end of the course.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
< 60	F

Course Policies:

It is important to be ready to go with your paper and pencil out at the beginning of each class. Do your best to not be tardy, but if you are late, it is better to show up late than not at all. If you have to miss a class, please email me at jfornof@parisjc.edu so I can let you know what you missed. Homework will be assigned regularly. The purpose of these activities is to give you the practice necessary to become proficient in a given mathematical concept, to examine various applications of the given concept, and to prepare for the exams.

Class Attendance:

You are expected to attend and participate in class and complete all assignments by the assigned due date. You CAN NOT expect to do well in this class without attending class or completing all assignments. Absences are considered unexcused unless due to sickness, emergencies, or sanctioned school activities. **Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is Thursday, November 12th.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom. No obscene/vulgar language will be permitted in the classroom. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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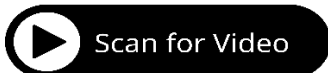
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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Course Content:

Chapter 2	Limits, Techniques for Computing Limits, Infinite Limits, Limits at Infinity, and Continuity
Exam 1	
Chapter 3	Definition of Derivative, Rules of Differentiation, Product and Quotient Rules, Derivatives of Trig Functions, The Chain Rule, Implicit Differentiation, Derivatives of Log and Exponential Functions, Derivatives of Inverse Trig Functions, Related Rates
Exam 2	
Chapter 4	Maxima and Minima, Mean Value Theorem, What Derivatives Tell Us About Graphs, Optimization Problems, L'Hopital's Rule, Antiderivatives
Exam 3	
Chapter 5	Sigma Notation and Limits of Finite Sums, Definite Integrals, Area Under Curves, Fundamental Theorem of Calculus, Substitution Rule
Final Exam	Wednesday December 9th

Math 2415.10N0.40N0.50N0
Calculus III Syllabus
Fall 2026

Instructor: John Fornof
Office: MS 111L
Phone: 903-782-0331
Email: jfornof@parisjc.edu

Meeting Location: MS 114, GC 127, SSC 1
Meeting Days: MW
Meeting Times: 11:00 – 12:45

Office Hours:
Monday and Wednesday
Tuesday and Thursday

8:00 – 9:30; 3:00 – 4:00
12:30 – 4:00

Course Description: Lecture Course

This course is a continuation of the integrated study of analytic geometry and calculus with an emphasis on an understanding of fundamental concepts. Topics include: parametric equations and polar coordinates, vectors, vector-valued functions, functions of several variables, partial derivatives and their application, and multiple integrals and their application.

Credits: SCH = 4

TSI Requirement: 950 Math

Prerequisite: MATH 2414 Calculus II

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson MyLab (Calculus Early Transcendentals 3rd ed.--Briggs, Cochran, Gillett, and Schultz; ISBN:987-0-13-476364-4). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Graphing calculator TI-83, TI-84, or TI-89 is recommended and allowed to be used during exams—however all work must be shown.

Student must have the necessary basic computer skills to successfully utilize Blackboard and Mylab. Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and Mylab.

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause:

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Course Goals and Objectives:

Required Core Objectives

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level)

1. Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.
2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (MATH 2415 Course-Level)

1. Define and interpret the different types of functions (parametric, vector-valued, implicit, explicit, and multi-variable) and coordinate systems and the calculus of each.
2. Analyze vectors and vector-valued functions including topics such as motion in space, curvature, and normal vectors.
3. Evaluate partial derivatives and their applications.
4. Interpret the derivative in multiple dimensions, including concepts like level curves, directional derivatives, and the gradient.
5. Evaluate double integrals in multiple ways.

Course Requirements and Evaluation:

There will be three tests. Each test will contribute 20% to the final grade making a total of 60%. The final exam will be worth another 20%, leaving 20% for home work. *The final exam is comprehensive and the student must take it to pass the course. If the grade on the final exam is higher than the lowest test score, I will drop the lowest test score and replace that grade with the higher grade made on the final exam.* Grades will be determined by overall percentage at the end of the course.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
< 60	F

Course Policies:

It is important to be ready to go with your paper and pencil out at the beginning of each class. Do your best to not be tardy, but if you are late, it is better to show up late than not at all. If you have to miss a class, please email me at jfornof@parisjc.edu so I can let you know what you missed. Homework will be assigned regularly. The purpose of these activities is to give you the practice necessary to become proficient in a given mathematical concept, to examine various applications of the given concept, and to prepare for the exams.

Class Attendance:

You are expected to attend and participate in class and complete all assignments by the assigned due date. You CAN NOT expect to do well in this class without attending class or completing all assignments. Absences are considered unexcused unless due to sickness, emergencies, or sanctioned school activities. **Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is Thursday, November 12th.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom. No obscene/vulgar language will be permitted in the classroom. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others

will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Statement on AI usage:

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by email and an announcement in Blackboard.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Math 2415 Course Outline:

Sections 12.1-12.3 – Parametric and Polar Curves

Test I

Sections 13.1-13.5 and 14.1-14.5 -- Vectors and Vector-Valued Functions

Test II

Sections 15.1-15.7 -- Functions of Several Variables, Partial Derivatives, Applications

Test III

Sections 16.1-16.3 -- Multiple Integrals, Applications

Review, **Final Exam: Monday December 7th**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

**PJCM 300.30A4
Elementary Algebra
Fall 2026**

Instructor: Sarah Morrison
Office: PJC Gville 210
Phone: (903)457-8713
Email: smorrison@parisjc.edu
ZOOM link for office hours:
<https://us06web.zoom.us/j/95211478382>

Meeting Location: ETAMU Hall of Languages 325
Meeting Days: TR
Meeting Times: 12:30pm-1:45pm
Course Type: Face-to-face

Office Hours: Face-to-Face or ZOOM

See Teaching & Office Hours Schedule on Blackboard under START HERE.

I.T. Checklist for First Class Day:

Visit <https://www.parisjc.edu/technology/pjc-it-checklist.php> for a checklist of events to complete before the first class day such as access to your MyPJC portal, Dragonmail, Blackboard, Microsoft Authenticator, Microsoft Office, and Respondus LockDown Browser.

Course Description:

Course Description: Topics covered include operations on signed numbers, properties of real numbers, evaluating and simplifying variable expressions, linear equations and inequalities, application of linear equations, formulas and problem solving, graphs and functions, and solving systems of linear equations. Prerequisite: LSKL 0306 or satisfactory score on placement test.

Required Textbook(s) and Materials:

Developmental Mathematics, 4th ed. Lial/Hornsby/McGinnis/Hestwood NOTE: Students are not required to purchase the text. The cost of online access to the text and required homework assignments is covered with the tuition payment for the course.

Every class, students will bring their notes packet and something to write with. Students will need a calculator if they are uncomfortable with $+$, $-$, $\cdot$, $\div$ numbers, including negatives. Best calculators have (parentheses) buttons. Cell phones calculators like Calculate84 from the App Store can NOT be used on tests, but can be used at home or in class. Students must have a non-internet calculator on tests. Calculators can be borrowed from the Math Department of ETAMU. Check Blackboard for details

At home, students will use the internet, computer, various websites, phone or computer calculator, or an approved handheld calculator.

Course Goals and Objectives:

Foundational Component Area: Mathematics Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level):**Chapter 8: The Real Number System**

- Student will perform indicated operations on signed integers and rational numbers; use the Order of Operations agreement to simplify algebraic expressions; use the rules of exponents to simplify exponential expressions.

Chapter 9: Introduction to Algebra

- Student will solve one-step linear equations in one variable; evaluate and simplify variable expressions; solve simple problems involving perimeter, area and volume.

Chapter 10: Equations, Inequalities, and Applications

- Student will solve linear equations in one variable; solve problems involving mixtures, motion, and formulas; solve linear inequalities in one variable and graph their solution set

Chapter 12: Exponents and Polynomials

- Student will be able to use rules of exponents to simplify algebraic expressions • Student will accurately perform arithmetic operations (addition, subtraction, multiplication, and division) on polynomials

Chapter 13: Factoring and Applications

- Student will be able to factor polynomials and use factoring to solve quadratic equations

Student Learning Outcomes (MATH 1314 Course-Level):

- 1) The student is expected to use arithmetic, algebraic and critical thinking to model and solve real-world problems.
- 2) The student is expected to interpret basic mathematical information verbally and graphically.
- 3) The student is expected to evaluate basic mathematical information numerically and symbolically.

Course Requirements and Evaluation:

Students are expected to attend class regularly and to be prepared each time the class meets. Grades for the semester are calculated based on the student's performance on homework, three major tests, and the comprehensive final examination. Grades can be found in Blackboard inside the Aleks program, along the left toolbar. Course grades are calculated as follows:

<i>Participation</i> (Sign-in sheets, 20% Activities, Communication)	
<i>Homework Average</i>	20%
<i>Test Average (3 Major Tests)</i>	40%
<i>Final Test "Exam"</i>	20%

Final course grades are assigned based on overall course average as follows:

<u>Course Average</u>	<u>Course Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course. This could effect financial aide and your current registration status.

Course Policies:

Class will start promptly each class day. The door will shut once class starts because of how loud your teacher is. If you are late, please knock, wait, and shut the door after you.

Bring your notes-packet and something to write with. If you forget, come to class anyway.

No outside visitors, unless from Mr. Norris's, Mr. Tharp's, or Mrs. Morrison's other classes.

It is important that you check our course page in Blackboard as well as your PJC Dragon email account regularly as this is my best means of communication outside of class meetings. Teacher will NOT email your ETAMU account. Teacher is only given 1) Your name, and 2) Your pjc email address.

Participation (Sign-in sheets, Activities, Communication) 20%:

20% of your grade will be based on activities, games, and communication with the teacher both inside and outside the classroom.

Sign the attendance sheets when you enter class. Or when you exit.

Play games, card sorts, or other activities in class as communicated by the teacher.

Ask questions in class and answer questions from your classmates.

Email the teacher questions outside of class and read responses.

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Academic Testing Center (ATC) is in Education South (EDS), Room 125, until sometime in Fall 2026. Then it moves to the Student Success Center (Teacher will let you know when they have moved.)

Math Skills Center (MSC) is located on the 3rd floor of the library until sometime in Fall 2026. Then it will move to the 2nd floor of the library

Withdrawals must be initiated by the student. The absolute last day to withdraw with a 0% refund is November 12th.

Class Notes-packet (not graded):

The notes-packet is available on Blackboard if students lose theirs. The teacher will provide 1 copy in color. Bring to class every day. Notes cover 1st-9th grade math.

Homework (20%):

Students will work through examples from the notes-packet with the teacher during class. Students will then complete online homework examples through Blackboard in a program called Pearson. Hmwks are due on Sundays, with penalty points taken off for late problems worked.

Exams (40%):

In class only. Absent students will have an automatic 3 days to take the missed exam in the testing center. After that, a 0 is earned.

Academic Testing Center (ATC) is in Education South (EDS), Room 125, until sometime in Fall 2026. Then it moves to the Student Success Center (Teacher will let you know when they have moved.)

Math Skills Center (MSC) is located on the 3rd floor of the library until sometime in Fall 2026. Then it will move to the 2nd floor of the library.

Partial credit is available for problems **with work shown that is partially right.**

No cell phones on tests. Cell phones out during a test are a 0 earned.

Calculator can be used on all exams. Acceptable calculators are scientific, graphing, or basic \$1 calculators. Look for the calculator that types the parentheses () on your screen.

Calculators can be rented through the ETAMU math department located in Room 113 of Education North. The form is available through Blackboard under **START HERE.**

No cheat sheets, exam reviews, or viewable materials allowed on tests.

Take bathroom break before or after, not during.

No questions will be answered by Mrs. Mo. UNLESS you find a mistake☺ Then ask Mrs. Mo, not your buddy.

Exams will be graded by the end of the day (or within minutes of turning in). Emails will be sent if it takes longer.

Your Final Test “Exam” will replace your lowest test grade (if you have a low test grade), **and will also count as the final.**

To make it easier, the tests will look like reviews. Same order of topics and problems. Different numbers inside the problems.

Final Exam (20%):

Your final exam score will replace your lowest test score (if you have one) AND will count as a separate grade worth 20% of your overall grade. Same rules apply from above

Class Conduct (not graded):

Faculty reserve the right to ask a student to leave the classroom and/ or drop a student for violations of the Student Conduct Policy as listed in the Student Handbook. Please see below for class conduct not allowed:

- 1) Use of technology other than the approved calculator in class.
- 2) Language (including online) that creates a hostile learning or teaching environment.
- 3) Hand motions, body language, or online images that creates a hostile learning or teaching environment.

Students who cannot control their own behavior will be asked to leave the class for the day. Severe or constant disruptive behavior will cause students to be removed from the class permanently. Removal from class can cause issues with financial aide.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence:

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. *Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Statistically, historically, students who use Ai for this course are less likely to pass the next two required math classes.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>.

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by verbal communication, as well as an announcement to Blackboard.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.

Campus Concealed Carry

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

and/or consult your event organizer. Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Tentative Course Schedule:

Wk	Dates	Topic	Due Dates
1	8/17-8/21	☐ Read syllabus, put playing cards in backpack. ☐ Watch RACKO video for game instructions	
2	Tuesday 8/25	☐ Syllabus Talk ☐ RACKO game: groups of 2-4, try to bring a deck of cards ☐ ABOUT YOU: Answer survey alone, as a group, as a class.	Sunday 8/30 ☐ PJC Blackboard "First assign. Syllabus Quiz"
	Thursday 8/27	☐ Addition, Subtraction, Multiplication, Division Card Sort, Bingo, etc. ☐ Worksheets until Hmwk Program is set up	
3	Tuesday 9/1	☐ 2.5: Multiplying Fractions	Sunday 9/6 ☐ 2.5 ☐ 2.7
	Thursday 9/3	☐ 2.7: Dividing Fractions	
4	Tuesday 9/8	☐ 3.1: Adding and Subtracting Like Fractions ☐ 3.2: Least Common Multiples	Sunday 9/13 ☐ 3.1 ☐ 3.2
	Thursday 9/10	☐ 3.3: Adding and Subtracting Unlike Fractions	
5	Tuesday 9/15	☐ 3.3: Adding and Subtracting Unlike Fractions	Sunday 9/20 ☐ 3.3 ☐ 9.1
	Thursday 9/17	☐ 9.1: Exponents, Order of Operations, and Inequality	
6	Tuesday 9/22	☐ 9.2: Variables, Expressions, and Equations	Sunday 9/27 ☐ 9.2 ☐ T1 Review
	Thursday 9/24	☐ T1 Paper Review	
7	Tuesday 9/29	☐ Test 1	Sunday 10/4 ☐ 9.3 ☐ 9.4
	Thursday 10/1	☐ 9.3: Real Numbers and the Number Line ☐ 9.4: Adding Real Numbers	
8	Tuesday 10/6	☐ 9.5: Subtracting Real Numbers ☐ 9.6: Multiplying and Dividing Real Numbers	Sunday 10/11 ☐ 9.5 ☐ 9.6 ☐ 9.7 ☐ 9.8
	Thursday 10/8	☐ 9.7: Properties of Real Numbers ☐ 9.8: Simplifying Expressions	
9	Tuesday 10/13	☐ 10.1: The Addition Property of Equality ☐ 10.2: The Multiplication Property of Equality	Sunday 10/18 ☐ 10.1 ☐ 10.2 ☐ 10.3 ☐ 10.4
	Thursday 10/15	☐ 10.3: More on Solving Linear Equations ☐ 10.4: An Introduction to Applications of Linear Equations	
10	Tuesday 10/20	☐ T2 Paper Review	Wednesday 10/21 ☐ T2 Review
	Thursday 10/22	☐ Test 2	

11	Tuesday 10/27	☐ 10.5: Formulas and Additional Applications from Geometry ☐ 10.6: Solving Linear Inequalities	Sunday 11/1 ☐ 10.5 ☐ 10.6 ☐ 12.1 ☐ 12.2
	Thursday 10/29	☐ 12.1: The Product Rule and Power Rules for Exponents ☐ 12.2: Integer Exponents and the Quotient Rule	
12	Tuesday 11/3	☐ 12.3: An Application of Exponents: Scientific Notation ☐ 12.4: Adding and Subtracting Polynomials	Sunday 11/8 ☐ 12.3 ☐ 12.4 ☐ 12.5 ☐ 12.6
	Thursday 11/5	☐ 12.5: Multiplying Polynomials ☐ 12.6: Special Products	
13	Tuesday 11/10	☐ 13.1: Greatest Common Factors; Factor by Grouping ☐ T3 Paper Review	Wednesday 11/15 ☐ 13.1 ☐ T3 Review
	Thursday 11/12	☐ Test 3	
14	Tuesday 11/17	☐ 13.2: Factoring Trinomials	Sunday 11/22 ☐ 13.2 ☐ 13.3
	Thursday 11/19	☐ 13.3: Factoring Trinomials by Grouping	
15	Tuesday 11/24	☐ 13.4: Factoring Trinomials Using the FOIL Method	Sunday 11/29 ☐ 13.4 ☐ 13.5
	Thursday 11/26	☐ 13.5: Special Factoring Techniques	
16	Tuesday 12/1	☐ Final Exam Review	Sunday 12/2 ☐ Final Exam Review ☐ Late hmwks
	Thursday 12/3	☐ Final Exam	

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

**PJCM 300.30A5
Elementary Algebra
Fall 2026**

Instructor: Sarah Morrison
Office: PJC Gville 210
Phone: (903)457-8713
Email: smorrison@parisjc.edu
ZOOM link for office hours:
<https://us06web.zoom.us/j/95211478382>

Meeting Location: ETAMU Hall of Languages 325
Meeting Days: TR
Meeting Times: 2pm-3:15pm
Course Type: Face-to-face

Office Hours: Face-to-Face or ZOOM

See Teaching & Office Hours Schedule on Blackboard under START HERE.

I.T. Checklist for First Class Day:

Visit <https://www.parisjc.edu/technology/pjc-it-checklist.php> for a checklist of events to complete before the first class day such as access to your MyPJC portal, Dragonmail, Blackboard, Microsoft Authenticator, Microsoft Office, and Respondus LockDown Browser.

Course Description:

Course Description: Topics covered include operations on signed numbers, properties of real numbers, evaluating and simplifying variable expressions, linear equations and inequalities, application of linear equations, formulas and problem solving, graphs and functions, and solving systems of linear equations. Prerequisite: LSKL 0306 or satisfactory score on placement test.

Required Textbook(s) and Materials:

Developmental Mathematics, 4th ed. Lial/Hornsby/McGinnis/Hestwood NOTE: Students are not required to purchase the text. The cost of online access to the text and required homework assignments is covered with the tuition payment for the course.

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At home, students will use the internet, computer, various websites, phone or computer calculator, or an approved handheld calculator.

Course Goals and Objectives:

Foundational Component Area: Mathematics Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level):**Chapter 8: The Real Number System**

- Student will perform indicated operations on signed integers and rational numbers; use the Order of Operations agreement to simplify algebraic expressions; use the rules of exponents to simplify exponential expressions.

Chapter 9: Introduction to Algebra

- Student will solve one-step linear equations in one variable; evaluate and simplify variable expressions; solve simple problems involving perimeter, area and volume.

Chapter 10: Equations, Inequalities, and Applications

- Student will solve linear equations in one variable; solve problems involving mixtures, motion, and formulas; solve linear inequalities in one variable and graph their solution set

Chapter 12: Exponents and Polynomials

- Student will be able to use rules of exponents to simplify algebraic expressions • Student will accurately perform arithmetic operations (addition, subtraction, multiplication, and division) on polynomials

Chapter 13: Factoring and Applications

- Student will be able to factor polynomials and use factoring to solve quadratic equations

Student Learning Outcomes (MATH 1314 Course-Level):

- 1) The student is expected to use arithmetic, algebraic and critical thinking to model and solve real-world problems.
- 2) The student is expected to interpret basic mathematical information verbally and graphically.
- 3) The student is expected to evaluate basic mathematical information numerically and symbolically.

Course Requirements and Evaluation:

Students are expected to attend class regularly and to be prepared each time the class meets. Grades for the semester are calculated based on the student's performance on homework, three major tests, and the comprehensive final examination. Grades can be found in Blackboard inside the Aleks program, along the left toolbar. Course grades are calculated as follows:

<i>Participation</i> (Sign-in sheets, 20% Activities, Communication)	
<i>Homework Average</i>	20%
<i>Test Average (3 Major Tests)</i>	40%
<i>Final Test "Exam"</i>	20%

Final course grades are assigned based on overall course average as follows:

<u>Course Average</u>	<u>Course Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course. This could effect financial aide and your current registration status.

Course Policies:

Class will start promptly each class day. The door will shut once class starts because of how loud your teacher is. If you are late, please knock, wait, and shut the door after you.

Bring your notes-packet and something to write with. If you forget, come to class anyway.

No outside visitors, unless from Mr. Norris's, Mr. Tharp's, or Mrs. Morrison's other classes.

It is important that you check our course page in Blackboard as well as your PJC Dragon email account regularly as this is my best means of communication outside of class meetings. Teacher will NOT email your ETAMU account. Teacher is only given 1) Your name, and 2) Your pjc email address.

Participation (Sign-in sheets, Activities, Communication) 20%:

20% of your grade will be based on activities, games, and communication with the teacher both inside and outside the classroom.

Sign the attendance sheets when you enter class. Or when you exit.

Play games, card sorts, or other activities in class as communicated by the teacher.

Ask questions in class and answer questions from your classmates.

Email the teacher questions outside of class and read responses.

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates.

Academic Testing Center (ATC) is in Education South (EDS), Room 125, until sometime in Fall 2026. Then it moves to the Student Success Center (Teacher will let you know when they have moved.)

Math Skills Center (MSC) is located on the 3rd floor of the library until sometime in Fall 2026. Then it will move to the 2nd floor of the library

Withdrawals must be initiated by the student. The absolute last day to withdraw with a 0% refund is November 12th.

Class Notes-packet (not graded):

The notes-packet is available on Blackboard if students lose theirs. The teacher will provide 1 copy in color. Bring to class every day. Notes cover 1st-9th grade math.

Homework (20%):

Students will work through examples from the notes-packet with the teacher during class. Students will then complete online homework examples through Blackboard in a program called Pearson. Hmwks are due on Sundays, with penalty points taken off for late problems worked.

Exams (40%):

In class only. Absent students will have an automatic 3 days to take the missed exam in the testing center. After that, a 0 is earned.

Academic Testing Center (ATC) is in Education South (EDS), Room 125, until sometime in Fall 2026. Then it moves to the Student Success Center (Teacher will let you know when they have moved.)

Math Skills Center (MSC) is located on the 3rd floor of the library until sometime in Fall 2026. Then it will move to the 2nd floor of the library.

Partial credit is available for problems **with work shown that is partially right.**

No cell phones on tests. Cell phones out during a test are a 0 earned.

Calculator can be used on all exams. Acceptable calculators are scientific, graphing, or basic \$1 calculators. Look for the calculator that types the parentheses () on your screen.

Calculators can be rented through the ETAMU math department located in Room 113 of Education North. The form is available through Blackboard under **START HERE.**

No cheat sheets, exam reviews, or viewable materials allowed on tests.

Take bathroom break before or after, not during.

No questions will be answered by Mrs. Mo. UNLESS you find a mistake☺ Then ask Mrs. Mo, not your buddy.

Exams will be graded by the end of the day (or within minutes of turning in). Emails will be sent if it takes longer.

Your Final Test “Exam” will replace your lowest test grade (if you have a low test grade), **and will also count as the final.**

To make it easier, the tests will look like reviews. Same order of topics and problems. Different numbers inside the problems.

Final Exam (20%):

Your final exam score will replace your lowest test score (if you have one) AND will count as a separate grade worth 20% of your overall grade. Same rules apply from above

Class Conduct (not graded):

Faculty reserve the right to ask a student to leave the classroom and/ or drop a student for violations of the Student Conduct Policy as listed in the Student Handbook. Please see below for class conduct not allowed:

- 1) Use of technology other than the approved calculator in class.
- 2) Language (including online) that creates a hostile learning or teaching environment.
- 3) Hand motions, body language, or online images that creates a hostile learning or teaching environment.

Students who cannot control their own behavior will be asked to leave the class for the day. Severe or constant disruptive behavior will cause students to be removed from the class permanently. Removal from class can cause issues with financial aide.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence:

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. *Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Statistically, historically, students who use Ai for this course are less likely to pass the next two required math classes.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>.

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by verbal communication, as well as an announcement to Blackboard.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.

Campus Concealed Carry

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

and/or consult your event organizer. Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Tentative Course Schedule:

Wk	Dates	Topic	Due Dates
1	8/17-8/21	☐ Read syllabus, put playing cards in backpack. ☐ Watch RACKO video for game instructions	
2	Tuesday 8/25	☐ Syllabus Talk ☐ RACKO game: groups of 2-4, try to bring a deck of cards ☐ ABOUT YOU: Answer survey alone, as a group, as a class.	Sunday 8/30 ☐ PJC Blackboard "First assign. Syllabus Quiz"
	Thursday 8/27	☐ Addition, Subtraction, Multiplication, Division Card Sort, Bingo, etc. ☐ Worksheets until Hmwk Program is set up	
3	Tuesday 9/1	☐ 2.5: Multiplying Fractions	Sunday 9/6 ☐ 2.5 ☐ 2.7
	Thursday 9/3	☐ 2.7: Dividing Fractions	
4	Tuesday 9/8	☐ 3.1: Adding and Subtracting Like Fractions ☐ 3.2: Least Common Multiples	Sunday 9/13 ☐ 3.1 ☐ 3.2
	Thursday 9/10	☐ 3.3: Adding and Subtracting Unlike Fractions	
5	Tuesday 9/15	☐ 3.3: Adding and Subtracting Unlike Fractions	Sunday 9/20 ☐ 3.3 ☐ 9.1
	Thursday 9/17	☐ 9.1: Exponents, Order of Operations, and Inequality	
6	Tuesday 9/22	☐ 9.2: Variables, Expressions, and Equations	Sunday 9/27 ☐ 9.2 ☐ T1 Review
	Thursday 9/24	☐ T1 Paper Review	
7	Tuesday 9/29	☐ Test 1	Sunday 10/4 ☐ 9.3 ☐ 9.4
	Thursday 10/1	☐ 9.3: Real Numbers and the Number Line ☐ 9.4: Adding Real Numbers	
8	Tuesday 10/6	☐ 9.5: Subtracting Real Numbers ☐ 9.6: Multiplying and Dividing Real Numbers	Sunday 10/11 ☐ 9.5 ☐ 9.6 ☐ 9.7 ☐ 9.8
	Thursday 10/8	☐ 9.7: Properties of Real Numbers ☐ 9.8: Simplifying Expressions	
9	Tuesday 10/13	☐ 10.1: The Addition Property of Equality ☐ 10.2: The Multiplication Property of Equality	Sunday 10/18 ☐ 10.1 ☐ 10.2 ☐ 10.3 ☐ 10.4
	Thursday 10/15	☐ 10.3: More on Solving Linear Equations ☐ 10.4: An Introduction to Applications of Linear Equations	
10	Tuesday 10/20	☐ T2 Paper Review	Wednesday 10/21 ☐ T2 Review
	Thursday 10/22	☐ Test 2	

11	Tuesday 10/27	☐ 10.5: Formulas and Additional Applications from Geometry ☐ 10.6: Solving Linear Inequalities	Sunday 11/1 ☐ 10.5 ☐ 10.6 ☐ 12.1 ☐ 12.2
	Thursday 10/29	☐ 12.1: The Product Rule and Power Rules for Exponents ☐ 12.2: Integer Exponents and the Quotient Rule	
12	Tuesday 11/3	☐ 12.3: An Application of Exponents: Scientific Notation ☐ 12.4: Adding and Subtracting Polynomials	Sunday 11/8 ☐ 12.3 ☐ 12.4 ☐ 12.5 ☐ 12.6
	Thursday 11/5	☐ 12.5: Multiplying Polynomials ☐ 12.6: Special Products	
13	Tuesday 11/10	☐ 13.1: Greatest Common Factors; Factor by Grouping ☐ T3 Paper Review	Wednesday 11/15 ☐ 13.1 ☐ T3 Review
	Thursday 11/12	☐ Test 3	
14	Tuesday 11/17	☐ 13.2: Factoring Trinomials	Sunday 11/22 ☐ 13.2 ☐ 13.3
	Thursday 11/19	☐ 13.3: Factoring Trinomials by Grouping	
15	Tuesday 11/24	☐ 13.4: Factoring Trinomials Using the FOIL Method	Sunday 11/29 ☐ 13.4 ☐ 13.5
	Thursday 11/26	☐ 13.5: Special Factoring Techniques	
16	Tuesday 12/1	☐ Final Exam Review	Sunday 12/2 ☐ Final Exam Review ☐ Late hmwks
	Thursday 12/3	☐ Final Exam	

MATH 1314.790
DC Pre-Calculus/College Algebra
Fall 2026

Instructor: Angela Calvin

Office:

Phone:

Email: acalvin@parisjc.edu

Office Hours: Monday to Thursday 3:15 to 3:45

Meeting Location: Paris High School

Meeting Days: Monday - Thursday

Meeting Times:

Course Description:

Course Description:

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Pre-requisite: MATH 0401 or two years high school algebra and appropriate placement test.

Required Textbook(s) and Materials:

Blitzer, R. (2022). *Algebra and trigonometry*. 7e Hoboken, NJ: Pearson. ISBN: 978-0-13-446321-6

- Binder or folder (for notes and assignments)
- Pencil (No pen is allowed except when writing notes.)
- Loose leaf paper
- TI 84 CE
- Headphones that can be used with a Chromebook

Course Goals and Objectives:

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level)

1. Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.
2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (MATH 1314 Course-Level)

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.

Important Dates:

August 24th - First Class Day PJC

September 7th - Labor Day

September 9th - ORD

October 16th - Midterm Grades

November 12th - Last day to withdraw

November 25 - 27 - Thanksgiving Holiday

November 30 - Classes Resume

December 8th - Final

Course Requirements and Evaluation:

The grading scale is as follows for PJC. The same is true for PHS except that 69% and below is an F.

90% – 100%	A
80% – 89%	B
70% – 79%	C
60% – 69%	D
0% – 59%	F

The grade weighting will be as follows for PJC.

Assignments	10%
Quizzes	10%
Test 1	10%
Test 2	10%
Mid-Term	15%
Test 3	10%
Test 4	10%
All Test Reviews	5%
Final	20%

You will have several assignments, quizzes, and test reviews, as well as 4 tests, 1 mid-term, and 1 final over the course of the **SEMESTER**. I will keep a detailed gradebook on Blackboard and an updated grade in the PHS gradebook. If you want to know your current grade for PJC, you can log into My Math Lab and see your running grade, or you can check the PHS student portal.

Per PJC and PHS math department policies, there are no test retakes. This is a non-negotiable. You are not allowed to retake any test or quiz, even if you get below 70%. If you are absent the day a test is given, you will have 3 days to make it up, after school in SLAM. If the test is not made up after 3 days, that test will be graded as a 0%.

All tests must be finished on the day it was given. It will start at the beginning of class and be due at the end of class. You will have 55 minutes to do your exam. If you do not finish the test, it will be graded as is on the work that you have already completed. **NOTE:** Once you close out of your test, when you reopen your test, the questions that you have already seen are no longer available for you to go back and correct. Please make sure you do not look through the whole test. All tests are timed. Once you have ran out of time, the test will end and it will be graded. If you are *allowed* extra time, you must make arrangements **PRIOR** to the test. Once the test has begun, if you have not made any arrangements to use the extra time you are allowed, you will not be able to.

There will be several assignments given this semester. All assignments will have a due date and are due by 11:59pm 2 days before the test. The test review will be due the day before the test at 11:59 pm. No late work will be accepted, even if you were absent, unless you have a doctor's note. If you will be out the day an assignment is due, you still must turn it in on the due date. You are given plenty of time to do all the work that is required of you and there will be days in class where you are able to work on the assignments as well. You must learn how to manage your time properly.

Grades will not be rounded for any reason. If you have an 89.7%, it will remain an 89.7% which will be a B. This class is a weighted GPA class. This is the main reason for no rounding or no extra credit.

You may **NOT** exempt the final exam for any reason. However, if you do poorly on the final exam, you will be allowed to exempt the score from going into the PHS gradebook.

There is no extra credit for this class. This is a 6 point weighted class and all grades will stand as is.

If you have accommodations at PHS, you **MUST** go to PJC and fill out the forms for PJC. Your PHS accommodations will not apply to this class, you **MUST** have PJC accommodations. You will fill out the form, then you will bring it to me to sign. Once this happens, then your accommodations will begin at that time. Accommodations are **NOT** retro-active. They start from the moment I sign the PJC accommodation form. This is a non-negotiable. This has to be done for each semester.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

While in class, you will not be allowed to work on another teacher's assignment. If you are caught working on another teacher's assignment, that assignment will be taken up and returned to the teacher that assigned it to you. You will not have access to Google Docs, Sheets, Slides, or any other website the other teachers will be requesting. You will not have access to Google Classroom. If you have finished your assignment for this class, then you may read a book. You will not have access to YouTube, so do not ask for it to be unblocked.

You will be monitored via Go Guardian. You will have access to Delta Math and any other websites that are important for this class. If you are caught on another website that is not authorized or any type of games, especially those that are from extensions, you will lose access to the Chromebooks during this class period for the next 4 class periods.

All backpacks and purses will be stored at the front of the class in the backpack area. If you have a purse, you may need to place it in your backpack. You will not be allowed to take your backpack and/or purse to the restroom.

You will need to make sure that you take care of personal business before you come to class. Once the bell has rung, then you will be considered tardy. You will have the option of serving your lunch detention during lunch or you may come in during tutorials to do your lunch detention.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Thursday, November 12th*.

You must be present at least 90% for the semester and maintain at least a 70% in order to get credit for the class for PHS. This means that you cannot be absent more than 8 days a semester.

Per Paris ISD attendance policy: **A signed parent's note or doctor's note must be provided to the campus immediately upon return in order for the absence to be considered excused. Notes submitted more than three school days after the absence will NOT be considered, and the absence will remain unexcused.** If you are absent it is your responsibility to make arrangements: do not delay!

Cellphones and other Personal Electronic Devices

Texas House Bill 1481, also known as the "Texas Cell Phone Ban," requires all Texas school districts to develop and implement policies prohibiting student use of personal electronic devices, including cell phones, smartwatches, and tablets, during the school day. The bill applies to all public school districts and open-enrollment charter schools in the state of Texas. The school day is from the moment you enter the building to 4:15 pm. This means that you are not allowed to have any personal electronic devices during breakfast, passing period, lunch, or in class. You are allowed to have them during and after school activity or after 4:15 pm and on the school bus.

The law is designed to support student learning, reduce distractions, and limit the potential for cyberbullying.

What this means is as follows:

Students may not use personal communication devices at any time during the school day. All devices must be powered off and kept either in your backpack or you can request a locker. You are **NOT** allowed to have any personal electronic device on your person. This means you cannot have it in your purse, in your back pocket, on your wrist, or anywhere else. Either a backpack or in your assigned locker.

The following is a non-exhaustive list of personal electronic devices that fall under HB 1481:

- Personal Cell Phone
- Tablets
- Gaming Devices
- Smart Watches
- Bluetooth Headphones
- Bluetooth Earbuds
- Fitness Trackers
- Personal (Non-District Issued) Computers
- Two-Way Radios
- Any other device capable of digital communication

Failure to adhere to this law will result in the following consequences:

- 1st time – 2 days ISS
- 2nd time – 4 days ISS
- 3rd time – 8 days ISS or DAEP

If you refuse to give up your device(s), automatic 24 days at DAEP. There are **NO** warnings or grace periods. This will start day 1 of the school year and continue through the remainder of the year.

Substitutes

There will be times that I will not be here. Whoever covers my classes deserves the same respect that I am asking for. If there is an issue, just do what you were asked to do and we can talk about it when I am back. Do not make an issue worse by arguing. Also, per school policy, you are not allowed out of the classroom for any reason when there is a substitute. Make sure you handle all of your personal business before you get to class. If you are called out, that will be fine, but you will not be able to leave. This is a safety reason and is a non-negotiable.

Class Conduct:

No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Tutorials and Extra Help:

If you need additional help, my office hours are from 3:15 pm to 3:45 pm. If you need additional help, my office hours are from 3:15 pm to 3:45 pm and tutorials. There will be 1 day a week that there will not be tutorials, it will either be Wednesday or Thursday. That day will be announced shortly. In addition to this, you will have access to the math lab at the main PJC campus in the Math and Science Building. Please check their website for open times. Also, in Blackboard, you have access to [Tutor.com](https://www.tutor.com). This is a free service that is offered to you to get extra help. It is available 24 hours a day, 7 days a week.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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You can return to your normal activities when, for at least 24 hours, both are true:

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

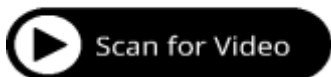


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institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

TOPICS: The topics to be discussed are listed below with an approximate pacing.

I. Introduction (week 1)

- Goals for Course
- Working in Groups
- Calculators & Computers
- Number System

II. Review (weeks 1 & 2)

- Absolute Values
- Inequalities
- Integer Exponents
- Polynomials
- Radicals & Fractional Exponents
- Pythagorean Theorem

III. Equations (weeks 3 & 4)

- Linear Equations
- Quadratic Equations
- Applications of Equations
- Other Equations

IV. Inequalities (weeks 5 & 6)

- Linear Inequalities
- Quadratic Inequalities
- Applications of Inequalities

V. Graphing (weeks 7, 8 & 9)

- Intro to Graphing
- Distance Midpoint Formulas
- Circles
- Lines

VI. Functions (weeks 10 & 11)

- Definition & Notation
- Function Operations
- Graphs of Functions
- Functions as Models
- Quadratic Functions
- One-to-One Functions & Inverses

VII. Exponentials & Logarithms (weeks 12, 13 & 14)

- Definitions & Graphs of Exponential Functions
- Exponential Growth & Decay
- Logarithmic Functions
- Exponential & Logarithmic Applications

MATH 1314.730
College Algebra
Fall 2026

Instructor: Amber Davis
Office: GHS 2223
Phone: (903) - 453 - 3708
Email: davisa1@greenvilleisd.com

Meeting Location: GHS 2223
Meeting Days: MTWRF
Tutoring Hours: M, T, Th 4:10 PM - 5:00 PM
Additional tutoring by appointment

Course Description:

This is a lecture-style course. Topics covered in this course typically include but are not limited to: equations, inequalities, mathematical models, functions, graphs, polynomial functions, rational functions, exponential functions, logarithmic functions, systems of equations, and determinants. This course also prepares students for SAT/ACT Math tests.

Credit: 3 hrs

TSI Requirement: 950 Math

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragonow, the campus-wide affordable course materials program. Your book is billed with your tuition; you will not need to make a separate purchase.

For this course, we will be using a digital eBook accessed through Brytewave. You will receive an email from Brytewave donotreply@redshelf.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf. The first time you access the eBook you will see a screen prompting you to "View Course Materials".

You will also need a graphing calculator for this course. One will be provided during class, but you are expected to have access to a calculator outside of the classroom. Online, *Desmos* is a free calculator that works well. Available for free phone download is *Calculate84*.

The course will require Blackboard to complete assignments.

Course Goals and Objectives:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions, and solve related equations.

3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

Course Schedule:

- 1.1 Fundamentals of Algebra
- 1.2 Linear and Rational Equations
- 1.3 Complex Numbers
- 1.4 Quadratic Equations
- 1.5 Other Types of Equations
- 1.6 Linear and Absolute Value Inequalities
- 1.7 Systems of Linear Equations in Two Variables

- 2.1 Basics of Functions and Their Graphs
- 2.2 More on Functions and Their Graphs
- 2.3 Linear Functions and Slope
- 2.4 More on Slope
- 2.5 Combinations of Functions, Composite Functions
- 2.6 Inverse Functions

- 3.1 Quadratic Functions
- 3.2 Polynomial Functions and Their Graphs
- 3.3 Dividing Polynomials
- 3.4 Zeros of Polynomial Functions
- 3.4 Rational Functions and Their Graphs

- 4.1 Exponential Functions
- 4.2 Logarithmic Functions
- 4.3 Properties of Logarithms
- 4.4 Exponential and Logarithmic Equations

Course Requirements and Evaluation:

- Test 1 - 15.75%
- Test 2 - 15.75%
- Test 3 - 15.75%
- Test 4 - 15.75%
- Final Exam - 10%
- Homework, Quizzes, & Other Daily Grades - 27%

Grades will be determined by overall percentages at the end of the course.

90 - 100 A
80 - 89 B
70 - 79 C
60 - 69 D
< 60 F

A grade of 70 or above is required to pass this course in order to receive dual credit.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

GHS Classroom Procedures:

- By state law, cell phones and other personal electronic devices cannot be visible during school hours. Please make sure that all devices are turned off and put away during class time.
- Absences: It is your responsibility to find out what you missed after an absence. Notes will be posted in Google Classroom for you to catch up. Assignment due dates listed in Blackboard will not change due to an absence. You are expected to complete all assignments by their due date.
- Cheating will result in an automatic zero on an assignment, and disciplinary action may be taken. Cheating in a college course can lead to expulsion from a university or college.

Dual Credit Classroom Procedures:

- Late work will not be accepted. All homework assignments in Blackboard have the due date listed. Due dates can also be found on the course calendar in Google Classroom.
- All test grades in this class will be final. There are no retakes or corrections on tests.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Thursday, November 13th*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

AI Statement

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations.) Any AI tool must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Apps like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4 F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

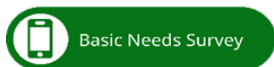
1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication.)

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Disclaimer

This syllabus is subject to change by the instructor. Should a change be made, students will be notified and a new syllabus will be posted in Google Classroom.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

MATH 1314.74A0
College Algebra
Fall 2026

Instructor: Taylor Lulashnyk
Office: GHS 1606
Phone: (903) - 453 - 3733
Email: lulashnykt@greenvilleisd.com

Meeting Location: GHS 1606
Meeting Days: MTWRF
Tutoring Hours: T-Th 4:10 PM - 4:30 PM
Additional tutoring by appointment

Course Description:

This is a lecture-style course. Topics covered in this course typically include but are not limited to: equations, inequalities, mathematical models, functions, graphs, polynomial functions, rational functions, exponential functions, logarithmic functions, systems of equations, and determinants. This course also prepares students for SAT/ACT Math tests.

Credit: 3 hrs
TSI Requirement: 950 Math

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Blackboard. For this course, we will be using a digital eBook accessed through Pearson.

You will need a notebook in class daily to house your notes for the course. This notebook will be utilized at various opportunities, such as on quizzes and homework assignments.

You will also need a graphing calculator for this course. One will be provided during class, but you are expected to have access to a calculator outside of the classroom. Online, *Desmos* is a free calculator that works well. Available for free phone download is *Calculate84*.

Course Goals and Objectives:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions, and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher-degree polynomials and rational functions.
5. Recognize, solve, and apply systems of linear equations using matrices.

Course Schedule:

The calendar of due dates, sections covered by day, and testing dates will be maintained in Google Classroom. This calendar will be updated regularly. Please refer to it as needed to keep track of course progression.

1.0 Fundamentals of Algebra

- 1.1 Exponent Rules
- 1.2 Linear and Rational Equations
- 1.3 Complex Numbers
- 1.4 Quadratic Equations
- 1.5 Other Types of Equations
- 1.6 Linear and Absolute Value Inequalities
- 1.7 Systems of Linear Equations in Two Variables

2.1 Basics of Functions and Their Graphs

- 2.2 More on Functions and Their Graphs
- 2.3 Linear Functions and Slope
- 2.4 More on Slope
- 2.5 Combinations of Functions, Composite Functions
- 2.6 Inverse Functions

3.1 Quadratic Functions

- 3.2 Polynomial Functions and Their Graphs
- 3.3 Dividing Polynomials
- 3.4 Zeros of Polynomial Functions
- 3.4 Rational Functions and Their Graphs

4.1 Exponential Functions

- 4.2 Logarithmic Functions
- 4.3 Properties of Logarithms
- 4.4 Exponential and Logarithmic Equations

Course Requirements and Evaluation:

Major Grades (Tests, Projects, Final Exam) - 70%

Minor Grades (Homework, Quizzes, & Other Daily Grades) - 30%

**** Quizzes will be weighted as double-minor grades ****

Grades will be determined by overall percentages at the end of the course.

90 - 100 A

80 - 89 B

70 - 79 C

60 - 69 D

< 60 F

A grade of 70 or above is required to pass this course in order to receive dual credit.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

GHS Classroom Procedures:

- By state law, cell phones and other personal electronic devices cannot be visible during school hours. Please make sure that all devices are turned off and put away during class time.
- Absences: It is your responsibility to find out what you missed after an absence. Notes will be posted in Google Classroom for you to catch up. Assignment due dates listed in Blackboard will not change due to an absence. You are expected to complete all assignments by their due date.
- Cheating will result in an automatic zero on an assignment, and disciplinary action may be taken. Cheating in a college course can lead to expulsion from a university or college.

Dual Credit Classroom Procedures:

- Late work will not be accepted. All homework assignments in Blackboard have the due date listed. Due dates can also be found on the course calendar in Google Classroom.
- All test grades in this class will be final. There are no retakes or corrections on tests.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Thursday, November 13th*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

AI Statement

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Apps like Photomath can be useful when used to help understand the solutions in the homework, but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore, cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

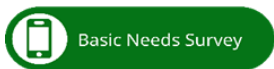
Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4 F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication.)

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

Disclaimer

This syllabus is subject to change by the instructor. Should a change be made, students will be notified and a new syllabus will be posted in Google Classroom.

**Math 1314.91A0
College Algebra
Fall 2026**

Instructor: Jackilyn Abbott
Office: RCHS CCA 206
Phone: 972-636-9991
Email: jabbott@parisjc.edu

Meeting Location: RCHS CCA 206
Meeting Days: MTWThF
Meeting Times: various

Office Hours: Tues – Thur 7:35 – 8:05am & 3:50 – 4:50pm

Course Description:

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Credits: 3 Lecture Hours per Week

Credits: SCH = 3

TSI Requirement: 950 Math

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson MyLab (Blitzer Algebra and Trigonometry, 7th Edition.) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own. If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

In addition, please get a 1" Binder and a package of loose leaf paper to keep and organize all notes and course materials. Graphing calculator TI-83, TI-84, or TI-89 is recommended and allowed to use during lectures and partially during exams. You can download an app on your phone or use the online emulator: <https://ti84calc.com/ti84calc>

Student must have the necessary basic computer skills to successfully utilize Blackboard and Pearson. Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and Pearson.

Course Goals and Objectives:

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level):

1. Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.
2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (Math 1314 course level):

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

Course Requirements and Evaluation:

Students are expected to “attend class regularly. Grades for the semester are calculated based on the student’s performance on homework, test reviews, three major tests, quizzes, attendance time requirements, and the comprehensive final examination. Course grades are calculated as follows:

Quizzes/Projects	10%
Homework Average	15%
Test Average (4 Major Tests)	60%
Comprehensive Final Exam	15%

Final course grades are assigned based on overall course average as follows:

<u>Course Average</u>	<u>Course Grade</u>
90-100	A
80-89.9	B
70-79.9	C
60-69.9	D
Below 60	F

Online Homework:

Homework: Homework will be assigned every class period. The homework is a must for success in this class. Homework is due a week after the day that is assigned (or before the exam day, whichever comes first). No late work will be accepted. Please do not wait until the due date to complete your homework to avoid emergency situations or running into technical difficulties. If a student experiences any technical difficulties with Pearson, be sure to use the online help and technical support from Pearson. If a student continues to have trouble accessing or navigating the software, please contact the instructor for some individual help. All students should have a goal of 90 or higher on their homework BECAUSE:

1. You get TWO chances to get each question correct.
2. You can press SIMILAR EXERCISE after you get the question wrong with your first 2 chances. Once you complete the newly generated question correctly, the previous wrong attempt is forgotten and will not affect your score. You can also use this feature to repeatedly try problems of the same type to review for a test.
3. Press VIEW AN EXAMPLE to see a step-by-step example that is exactly the same process, but with different numbers.
4. Try not to press SHOW ME HOW TO SOLVE. This will walk you through the problem step by step; however, you do not receive full credit for the problem.
5. If your answer looks identical to the answer they tell you, TAKE A PICTURE and email it to Mrs. Abbott. She will change your score accordingly.

Exams: We will have 4 exams and a comprehensive final exam. All exams will be in class in paper/pencil format. Makeup exams will **NOT** be given unless a student contacted Mrs. Abbott by email BEFORE the exam. The lowest exam grade will be replaced by your final exam score.

Quizzes: Quizzes will be given in class periodically to assess your knowledge of course material and assignments. Makeup quizzes will **NOT** be given unless a student contacted Mrs. Abbott by email BEFORE the quiz.

Projects: Projects may be given periodically throughout the semester. No late activities/projects will be accepted.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline (September 8) will be reported as non-attending and will be dropped from the course.

Course Policies

Adhere to the policies set in place by the PJC Student Handbook. Communicate with your instructor regarding absences in a timely manner in order to resolve any issues that could occur from missing lectures.

Cell Phones: While in class, taking exams, or taking quizzes, cell phones and other electronic devices must be **TURNED OFF** and stored in the student's backpack. The only electronic

device allowed during class, exams, and quizzes is a stand-alone calculator (such as a TI-84) and only with the instructor's permission.

Class Attendance

Class attendance is critical for successful completion of the course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday November 12, 2024.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

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Complaint Procedures:

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ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

If you have received accommodations in previous semesters you will need to reapply:

- 1) Visit <https://www.parisjc.edu/main/disabilities/>
- 2) View Request for Accommodations Form. This is what you need to fill out and turn in.
- 3) Call 903-454-9333 for an appointment with an advisor from the Counseling Center or stop by if you have more questions.
- 4) Fax 903-782-0796 the form with a cover letter including your name, ID number and advisor.
- 5) Email results to Mrs. Abbott so she can provide accommodations in class.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

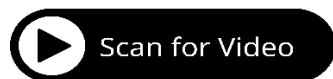
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule: You can access the tentative schedule through blackboard which will be the most up to date schedule. Below is a rough outline of what will be covered each week.

Week	Dates	Events	Comments
0	8/17 – 8/21	Syllabus; Algebra Rev; Section 1.2	
1	8/24 – 8/28	Section 1.4, 1.5	
2	8/31 – 9/4	Section 1.6, 1.7	
3	9/7 – 9/11	Section 8.1, Review, Exam #1	9/7 - No School
4	9/14 – 9/18	Section 2.1, 2.2, 2.3	
5	9/21 – 9/25	Section 2.4, 2.6	9/21 & 9/22 – No School
6	9/28 – 10/2	Section 2.7, Review, Exam #2	
7	10/5 – 10/9	Section 3.1, 3.2	
10/12 – 10/16 Fall Break – No School			
8	10/19 – 10/23	Sections 3.3, 3.4	10/19 – No School
9	10/26 – 10/29	Section 3.5, Review, Exam #3	
10	11/2 – 11/6	Section 4.1, 4.2	
11	11/9 – 11/13	Section 4.3, 4.4	
12	11/16 – 11/20	Review; Exam #4	
11/23 – 11/27 Thanksgiving Break – No School			
13	11/30 – 12/4	Final Exam Review	
14	12/7 – 12/10	Final Exam Week	

**Math 1314.91A1
College Algebra
Fall 2026**

Instructor: Tom Witt
Office: RCHS CCA 235
Phone: 972-636-9991
Email: twitt@parisjc.edu

Meeting Location: RCHS CCA 235
Meeting Days: MTWThF
Meeting Times: various

Office Hours: Tues – Thur 7:35 – 8:05am & 3:50 – 4:50pm

Course Description:

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Credits: 3 Lecture Hours per Week

Credits: SCH = 3

TSI Requirement: 950 Math

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Pearson MyLab (Blitzer Algebra and Trigonometry, 7th Edition.) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own. If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

In addition, please get a 1" Binder and a package of loose leaf paper to keep and organize all notes and course materials. Graphing calculator TI-83, TI-84, or TI-89 is recommended and allowed to use during lectures and partially during exams. You can download an app on your phone or use the online emulator: <https://ti84calc.com/ti84calc>

Students must have the necessary basic computer skills to successfully utilize Blackboard and Pearson. Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and Aleks.

Course Goals and Objectives:

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level):

1. Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.
2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (Math 1314 course level):

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

Course Requirements and Evaluation:

Students are expected to "attend class regularly. Grades for the semester are calculated based on the student's performance on homework, test reviews, three major tests, quizzes, attendance time requirements, and the comprehensive final examination. Course grades are calculated as follows:

Quizzes/Projects	10%
Homework Average	15%
Test Average (4 Major Tests)	60%
Comprehensive Final Exam	15%

Final course grades are assigned based on overall course average as follows:

<u>Course Average</u>	<u>Course Grade</u>
90-100	A
80-89.9	B
70-79.9	C
60-69.9	D
Below 60	F

Online Homework:

Homework: Homework will be assigned every class period. The homework is a must for success in this class. Homework is due a week after the day that is assigned (or before the exam day, whichever comes first). No late work will be accepted. Please do not wait until the due date to complete your homework to avoid emergency situations or running into technical difficulties. If a student experiences any technical difficulties with Pearson, be sure to use the online help and technical support from Pearson. If a student continues to have trouble accessing or navigating the software, please contact the instructor for some individual help. All students should have a goal of 90 or higher on their homework BECAUSE:

1. You get TWO chances to get each question correct.
2. You can press SIMILAR EXERCISE after you get the question wrong with your first 2 chances. Once you complete the newly generated question correctly, the previous wrong attempt is forgotten and will not affect your score. You can also use this feature to repeatedly try problems of the same type to review for a test.
3. Press VIEW AN EXAMPLE to see a step-by-step example that is exactly the same process, but with different numbers.
4. Try not to press SHOW ME HOW TO SOLVE. This will walk you through the problem step by step; however, you do not receive full credit for the problem.
5. If your answer looks identical to the answer they tell you, TAKE A PICTURE and email it to Mrs. Abbott. She will change your score accordingly.

Exams: We will have 4 exams and a comprehensive final exam. All exams will be in class in paper/pencil format. Makeup exams will **NOT** be given unless a student contacted Mrs. Abbott by email BEFORE the exam. The lowest exam grade will be replaced by your final exam score.

Quizzes: Quizzes will be given in class periodically to assess your knowledge of course material and assignments. Makeup quizzes will **NOT** be given unless a student contacted Mrs. Abbott by email BEFORE the quiz.

Projects: Projects may be given periodically throughout the semester. No late activities/projects will be accepted.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline (September 8) will be reported as non-attending and will be dropped from the course.

Course Policies

Adhere to the policies set in place by the PJC Student Handbook. Communicate with your instructor regarding absences in a timely manner in order to resolve any issues that could occur from missing lectures.

Cell Phones: While in class, taking exams, or taking quizzes, cell phones and other electronic devices must be **TURNED OFF** and stored in the student's backpack. The only electronic device allowed during class, exams, and quizzes is a stand-alone calculator (such as a TI-84) and only with the instructor's permission.

Class Attendance

Class attendance is critical for successful completion of the course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday November 12, 2024.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Artificial intelligence (AI) tools like Photomath, can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

If you have received accommodations in previous semesters you will need to reapply:

- 1) Visit <https://www.parisjc.edu/main/disabilities/>
- 2) View [Request for Accommodations Form](#). This is what you need to fill out and turn in.
- 3) Call 903-454-9333 for an appointment with an advisor from the Counseling Center or stop by if you have more questions.
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- 5) Email results to Mrs. Abbott so she can provide accommodations in class.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

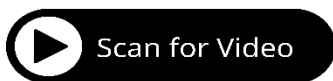
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule: You can access the tentative schedule through blackboard which will be the most up to date schedule. Below is a rough outline of what will be covered each week.

Week	Dates	Events	Comments
0	8/17 – 8/21	Syllabus; Algebra Rev; Section 1.2	
1	8/24 – 8/28	Section 1.4, 1.5	
2	8/31 – 9/4	Section 1.6, 1.7	
3	9/7 – 9/11	Section 8.1, Review, Exam #1	9/7 - No School
4	9/14 – 9/18	Section 2.1, 2.2, 2.3	
5	9/21 – 9/25	Section 2.4, 2.6	9/21 & 9/22 – No School
6	9/28 – 10/2	Section 2.7, Review, Exam #2	
7	10/5 – 10/9	Section 3.1, 3.2	
10/12 – 10/16 Fall Break – No School			
8	10/19 – 10/23	Sections 3.3, 3.4	10/19 – No School
9	10/26 – 10/29	Section 3.5, Review, Exam #3	
10	11/2 – 11/6	Section 4.1, 4.2	
11	11/9 – 11/13	Section 4.3, 4.4	
12	11/16 – 11/20	Review; Exam #4	
11/23 – 11/27 Thanksgiving Break – No School			
13	11/30 – 12/4	Final Exam Review	
14	12/7 – 12/10	Final Exam Week	

Math 1350.91A0
FUNDAMENTALS OF MATHEMATICS I
Fall 2026

Instructor: Jackilyn Abbott
Office: RCHS CCA 206
Phone: 972-636-9991
Email: jabbott@parisjc.edu
Office Hours: Tues – Thur 7:35 – 8:05am & 3:50 – 4:50pm

Meeting Location: RCHS CCA 206
Meeting Days: MTWThF
Meeting Times: 2:00pm – 2:47pm

Course Description:

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Credits: SCH = 3 lecture TSI Requirement: Math 950+. Prerequisite(s): MATH 1314 College Algebra

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

You will be able to access the textbook and learning materials directly through Blackboard Ultra. The following textbook is available a click away in your homework program by pressing VIEW TEXTBOOK. There is no need to purchase a physical copy of the book. A Problem Solving Approach to Mathematics, Billstein, Boschmans, Libeskind, Lott, 13th Edition. ISBN: 978-0-13-518388-5

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level):

1. Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.
2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (Math 1350 course level):

1. Explain and model the arithmetic operations for whole numbers and integers.
2. Explain and model computations with fractions, decimals, ratios, and percentages.
3. Describe and demonstrate how factors, multiples, and prime numbers are used to solve problems.
4. Apply problem solving skills to numerical applications.
5. Represent and describe relationships among sets using the appropriate mathematical terminology and notation.
6. Compare and contrast structures of numeration systems

Course Requirements and Evaluation:

Students are expected to “attend class regularly. Grades for the semester are calculated based on the student’s performance on homework, test reviews, three major tests, quizzes, attendance time requirements, and the comprehensive final examination. Course grades are calculated as follows:

Quizzes	10%
Homework Average	15%
Test Average (3 Major Tests)	60%
Comprehensive Final Exam	15%

Final course grades are assigned based on overall course average as follows:

<u>Course Average</u>	<u>Course Grade</u>
90-100	A
80-89.9	B
70-79.9	C
60-69.9	D
Below 60	F

Online Homework: The due dates are next to each assignment in the homework program, and on the “Calendar of Dates, lessons, homeworks, Quizzes, Tests, and Appointments” in Blackboard-> Materials. Late homework will be NOT be accepted.

All students should have a goal of 90 or higher on their homework BECAUSE:

1. You get TWO chances to get each question correct.
2. You can press SIMILAR EXERCISE after you get the question wrong with your first 2 chances. Once you complete the newly generated question correctly, the previous wrong attempt is forgotten and will not affect your score. You can also use this feature to repeatedly try problems of the same type to review for a test.
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Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday November 12, 2024.

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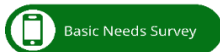
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Syllabus Subject to Change

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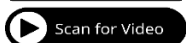
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

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3	9/7 – 9/11	Section 3.2, 3.3	9/7 - No School
4	9/14 – 9/18	Section 3.4, 3.5	
5	9/21 – 9/25	Review; Exam #1	9/21 & 9/22 – No School
6	9/28 – 10/2	Section 4.1, 4.2	
7	10/5 – 10/9	Section 4.3, 5.1	
10/12 – 10/16 Fall Break – No School			
8	10/19 – 10/23	Sections 5.2, 6.1	10/19 – No School
9	10/26 – 10/29	Review; Exam #2; 6.2	
10	11/2 – 11/6	Section 6.3, 6.4	
11	11/9 – 11/13	Section 7.1, 7.2, 7.3	
12	11/16 – 11/20	Section 7.4; Review; Exam #3	
11/23 – 11/27 Thanksgiving Break – No School			
13	11/30 – 12/4	Final Exam Review	
14	12/7 – 12/10	Final Exam Week	

MATH 2413.74A0
Calculus I
Fall 2026

Instructor: Taylor Lulashnyk
Office: GHS 1606
Phone: (903) - 453 - 3733
Email: lulashnykt@greenvilleisd.com

Meeting Location: GHS 1606
Meeting Days: MTWRF
Tutoring Hours: T-Th 4:10 PM - 4:30 PM
Additional tutoring by appointment

Course Description:

This is a lecture-style course. This course examines differential and integral calculus of functions of one variable. Topics include limits, continuity, derivatives, curve sketching, applications of the derivative, the definite integral, derivatives and inverse trigonometric functions, and the use of computer technology.

Credit: 4 SCH

TSI Requirement: 950 Math

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Blackboard and Google Classroom. For this course, we will be using a digital eBook accessed through Pearson.

You will need a notebook in class daily to house your notes for the course. This notebook will be utilized at various opportunities, such as on quizzes and homework assignments.

You will also need a graphing calculator for this course. One will be provided during class, but you are expected to have access to a calculator outside of the classroom. Online, *Desmos* is a free calculator that works well. Available for free phone download is *Calculate84*.

Course Goals and Objectives:

1. Develop solutions for tangent and area problems using the concepts of limits, derivatives, and integrals.
2. Draw graphs of algebraic and transcendental functions considering limits, continuity, and differentiability at a point.
3. Determine whether a function is continuous and/or differentiable at a point using limits.
4. Use differentiation rules to differentiate algebraic and transcendental functions.
5. Identify appropriate calculus concepts and techniques to provide mathematical models of real-world situations and determine solutions to applied problems.
6. Evaluate definite integrals using the Fundamental Theorem of Calculus.
7. Articulate the relationship between derivatives and integrals using the Fundamental Theorem of Calculus.

Course Schedule:

The calendar of due dates, sections covered by day, and testing dates will be maintained in Google Classroom. This calendar will be updated regularly. Please refer to it as needed to keep track of course progression.

- 2.1 – The Idea of Limits
- 2.2 – Definitions of Limits
- 2.3 – Techniques for Computing Limits
- 2.4 – Infinite Limits
- 2.5 – Limits at Infinity
- 2.6 – Continuity
- 2.7 – Precise Definitions of Limits

- 3.1 – Introducing the Derivative
- 3.2 – The Derivative as a Function
- 3.3 – Rules of Differentiation
- 3.4 – The Product and Quotient Rules
- 3.5 – Derivatives of Trigonometric Functions
- 3.7 – The Chain Rule
- 3.8 – Implicit Differentiation
- 3.9 – Derivatives of Logarithmic and Exponential Functions
- 3.10 – Derivatives of Inverse Trigonometric Functions
- 3.11 – Related Rates

- 4.1 – Maxima and Minima
- 4.2 – Mean Value Theorem
- 4.3 – What Derivatives Tell Us
- 4.5 – Optimization Problems
- 4.4 – Graphing Functions
- 4.7 – L'Hôpital's Rule
- 4.9 – Antiderivatives

- 5.0 – Sigma Notation and Limits of Finite Sums
- 5.1 – Approximating Areas Under Curves
- 5.2 – Definite Integrals
- 5.3 – Fundamental Theorem of Calculus
- 5.5 – Substitution Rule

Course Requirements and Evaluation:

Major Grades (Tests, Projects, Final Exam) - 70%

Minor Grades (Homework, Quizzes, & Other Daily Grades) - 30%

**** Quizzes will be weighted as double-minor grades ****

Grades will be determined by overall percentages at the end of the course.

90 - 100 A

80 - 89 B

70 - 79 C

60 - 69 D

< 60 F

A grade of 70 or above is required to pass this course in order to receive dual credit.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

GHS Classroom Procedures:

- By state law, cell phones and other personal electronic devices cannot be visible during school hours. Please make sure that all devices are turned off and put away during class time.
- Absences: It is your responsibility to find out what you missed after an absence. Notes will be posted in Google Classroom for you to catch up. Assignment due dates listed in Blackboard will not change due to an absence. You are expected to complete all assignments by their due date.
- Cheating will result in an automatic zero on an assignment, and disciplinary action may be taken. Cheating in a college course can lead to expulsion from a university or college.

Dual Credit Classroom Procedures:

- Late work will not be accepted. All homework assignments in Blackboard have the due date listed. Due dates can also be found on the course calendar in Google Classroom.
- All test grades in this class will be final. There are no retakes or corrections on tests.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Thursday, November 13th*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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AI Statement

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Illness Policy:

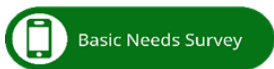
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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication.)

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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Disclaimer

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MATH 2415.74A0
Calculus III
Fall 2026

Instructor: Taylor Lulashnyk
Office: GHS 1606
Phone: (903) - 453 - 3733
Email: lulashnykt@greenvilleisd.com

Meeting Location: GHS 1606
Meeting Days: MTWRF
Tutoring Hours: T-Th 4:10 PM - 4:30 PM
Additional tutoring by appointment

Course Description:

This is a lecture-style course. This course is a continuation of the integrated study of analytic geometry and calculus with an emphasis on an understanding of fundamental concepts. Topics include parametric equations and polar coordinates, vectors, applications of vectors, motion, partial derivatives and applications, and multiple integrals with two variables and applications. Credit: 4 SCH
TSI Requirement: 950 Math

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Blackboard and Google Classroom. For this course, we will be using a digital eBook accessed through Pearson.

You will need a notebook in class daily to house your notes for the course. This notebook will be utilized at various opportunities, such as on quizzes and homework assignments.

You will also need a graphing calculator for this course. One will be provided during class, but you are expected to have access to a calculator outside of the classroom. Online, *Desmos* is a free calculator that works well. Available for free phone download is *Calculate84*.

Course Goals and Objectives:

1. The student is expected to perform calculus operations on functions of several variables, including partial derivatives, directional derivatives, and multiple integrals.
2. The student is expected to apply arithmetic, algebraic and higher-order thinking to modeling and solving real-world solutions.
3. The student is expected to represent and evaluate mathematical information verbally, numerically, and graphically.

Course Schedule:

The calendar of due dates, sections covered by day, and testing dates will be maintained in Google Classroom. This calendar will be updated regularly. Please refer to it as needed to keep track of course progression.

11.1 Three-Dimensional Coordinate Systems

11.2 Spherical Figures

11.3 Quadric Surfaces

11.4 Vectors

11.5 The Dot Product

11.6 The Cross Product

11.7 Applications of the Dot and Cross Products

12.1 Writing Equations of Lines in Three-Dimensions

12.2 Equations of Planes in Three-Dimensions

12.3 Vector-Valued-Functions

12.4 Limits and Derivatives of VVFs

12.5 Integrals of VVFs

12.6 Applications of Integration with VVFs - Curvature, Arc Length

12.7 Motion in Space

13.1 Parametric Equations

13.2 Cartesian vs. Polar Coordinate Systems

13.3 More on Parametric Equations

13.4 Polar Coordinates

14.1 Functions of Several Variables; Level Curves

14.2 Limits & Continuity

14.3 Double Integrals Over Rectangular Regions

14.4 Double Integrals Over General Regions

14.5 Triple Integrals

Course Requirements and Evaluation:

Major Grades (Tests, Projects, Final Exam) - 70%

Minor Grades (Homework, Quizzes, & Other Daily Grades) - 30%

**** Quizzes will be weighted as double-minor grades ****

Grades will be determined by overall percentages at the end of the course.

90 - 100 A

80 - 89 B

70 - 79 C

60 - 69 D

< 60 F

A grade of 70 or above is required to pass this course in order to receive dual credit.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

GHS Classroom Procedures:

- By state law, cell phones and other personal electronic devices cannot be visible during school hours. Please make sure that all devices are turned off and put away during class time.
- Absences: It is your responsibility to find out what you missed after an absence. Notes will be posted in Google Classroom for you to catch up. Assignment due dates listed in Blackboard will not change due to an absence. You are expected to complete all assignments by their due date.
- Cheating will result in an automatic zero on an assignment, and disciplinary action may be taken. Cheating in a college course can lead to expulsion from a university or college.

Dual Credit Classroom Procedures:

- Late work will not be accepted. All homework assignments in Blackboard have the due date listed. Due dates can also be found on the course calendar in Google Classroom.
- All test grades in this class will be final. There are no retakes or corrections on tests.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Thursday, November 13th*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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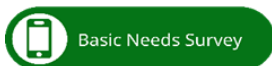
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MDCA 1309.20D0
Anatomy and Physiology for Medical Assistants
Fall 2026

Instructor: Kendra Waldroup, RN
Office: Room 211
Phone: 903-737-2003
Email: kwaldroup@northlamar.net
Office Hours: email to schedule appt.

Meeting Location: Room 211
Meeting Days: Tuesday-Friday
Meeting Times: During Health Science Period

Course Description:

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology. The student will identify and correlate cells, tissues, organs, and systems of the human body; differentiate normal from abnormal structure and function; and differentiate all body systems, their organs, and relevant pathophysiology.

3 credit hours

Prerequisite(s): none

Required Textbook(s) and Materials:

The Human Body In Health & Illness 6th edition

Author: Herlihy

Publisher: Elsevier - Health Sciences Division

ISBN: 9780323498449

Recommended:

The Human Body In Health & Illness (SG) 6th edition – STUDY GUIDE

Author: Herlihy

Publisher: Elsevier - Health Sciences Division

ISBN: 9780323498364

Course Goals and Objectives:

At the conclusion of this course, students should be able to perform the following functions:

1. Apply knowledge of anatomy and physiology, and clinical disease processes
2. Identify and correlate cells, tissues, organs, and systems of the human body
3. Differentiate normal from abnormal structure and function
4. Identify all body systems, their organs, and relevant physiology

Course Requirements and Evaluation: Each week has a content folder with 2 chapters per folder (except Chapter 25-27). For each chapter there are 1 or 2 PRACTICE activities titled "Word Builder" or "Topic-By-Topic" a practice exam and one graded exam containing chapters. The practice activities are recommended, not required. The chapter exams are required and graded. Your weekly assignments are to read the assigned chapters, and complete (at minimum) the chapter exams.

In order to pass MDCA 1309.200, the student must achieve a final average grade of 70 or higher. The final grade average will consist of:

27 Chapter Exams taken on your own/at home, 7 UNIT exams, and 1 final exam The weights are as follows:

15 Chapter Exams +1 syllabus quiz – 50% total grade

6 Unit Exams – 40% total grade

1 Final Exam – 10% Total Grade

Required Activity:

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Course Policies:

Insert faculty procedures for class management

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **11/12/2026**.

Class Conduct:

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[Adjust policy as determined by department.]

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

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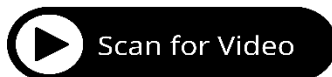
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Subject to change at the discretion of the instructor

Week 1-Introduction to the Human Body, Basic Chemistry

Week 2-Cells

Week 3-Cell Metabolism, Microbiology Basics

Week 4-Tissues and Membranes, Integumentary System and Body Temperature

Week 5-Skeletal System, Muscular System

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Week 8-Endocrine System, Blood

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Week11-Lymphatic System, Immune System

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Week13-Urinary System, Water, Electrolyte, and Acid-Base Balance

Week 14- Reproductive Systems, Human Development and Heredity

Week 15/16 -Review, Final

MDCA 1309.20D0
Anatomy and Physiology for Medical Assistants
Fall 2026

Instructor: Kristi Shultz, RN

Office: WTC 1209

Phone: 903-782-0439

Email: kshultz@parisjc.edu

Office Hours: email to schedule appt.

Meeting Location: online

Meeting Days: online

Meeting Times: online

Course Description:

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology. The student will identify and correlate cells, tissues, organs, and systems of the human body; differentiate normal from abnormal structure and function; and differentiate all body systems, their organs, and relevant pathophysiology.

3 credit hours

Prerequisite(s): none

Required Textbook(s) and Materials:

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Author: Herlihy

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Course Goals and Objectives:

At the conclusion of this course, students should be able to perform the following functions:

1. Apply knowledge of anatomy and physiology, and clinical disease processes
2. Identify and correlate cells, tissues, organs, and systems of the human body
3. Differentiate normal from abnormal structure and function
4. Identify all body systems, their organs, and relevant physiology

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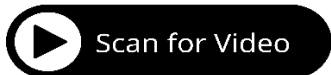
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Week13-Urinary System, Water, Electrolyte, and Acid-Base Balance

Week 14- Reproductive Systems, Human Development and Heredity

Week 15/16 -Review, Final



BIOL 2420.20D0
Microbiology for Non-Science Majors (Lecture + Lab)
Fall 2026

Instructor: Dr. Beverly Kopachena

Office: SS #112

Phone: 903-885-1232 (please use **EMAIL** or **Blackboard Messages** for all communication)

Email: bkopachena@parisjc.edu

Office Hours: Online; messages will be answered within 24 hours, 7 days a week

Meeting Location, Days, & Times: Online; check Blackboard daily

Course Description:

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It introduces historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health Lab activities cover basics of culture and identification of bacteria and microbial ecology.

Prerequisites: eight hours of biology or chemistry or consent of instructor. 4 SCH

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through **Dragon Now**, the campus-wide, affordable course materials program. Your PJC account will be charged automatically so you will not need to make a separate purchase. For this course, we will be using courseware integrated with McGraw-Hill's Connect (**Cowan, Microbiology Fundamentals: A Clinical Approach.**) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to **opt out** of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account.
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own. If you have any questions about Dragon Now or the charge to your student account, please contact the Virtual Campus Store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

In order to access your online Connect course materials, click on the **Connect Syllabus Quiz**.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level):

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Course Learning Outcomes (Spring 2021):

Lecture: Upon successful completion of this course, students will:

1. Describe distinctive characteristics and diverse growth requirements of prokaryotic organisms compared to eukaryotic organisms.
2. Provide examples of the impact of microorganisms on agriculture, environment, ecosystem, energy, and human health, including biofilms.
3. Distinguish between mechanisms of physical and chemical agents to control microbial populations.
4. Explain the unique characteristics of bacterial metabolism and bacterial genetics.
5. Describe evidence for the evolution of cells, organelles, and major metabolic pathways from early prokaryotes and how phylogenetic trees reflect evolutionary relationships.
6. Compare characteristics and replication of acellular infectious agents (viruses and prions) with characteristics and reproduction of cellular infectious agents (prokaryotes and eukaryotes).
7. Describe functions of host defenses and the immune system in combating infectious diseases and explain how immunizations protect against specific diseases.
8. Explain transmission and virulence mechanisms of cellular and acellular infectious agents.

Lab: Upon successful completion of this course, students will:

1. Use and comply with laboratory safety rules, procedures, and universal precautions.
2. Demonstrate proficient use of a compound light microscope.
3. Describe and prepare widely used stains and wet mounts, and discuss their significance in identification of microorganisms.
4. Perform basic microbiology procedures using aseptic techniques for transfer, isolation and observation of commonly encountered, clinically significant bacteria.
5. Use different types of bacterial culture media to grow, isolate, and identify microorganisms.
6. Perform basic bacterial identification procedures using biochemical tests.
7. Estimate the number of microorganisms in a sample using methods such as direct counts, viable plate counts, or spectrophotometric measurements.
8. Demonstrate basic identification protocols based on microscopic morphology of some common fungi and parasites.

Course Requirements and Evaluation:

Connect Homework	25%
Lecture Tests (four @10% each) - proctored with Respondus/Webcam	40%
Comprehensive Final Exam (all chapters)	10%
Lab grade (lab average 50%, practical test 50%)	<u>25%</u>
	100%

Final grades will be based upon the following: A=89.5-100%, B=79.5-89%, C=69.5-79%, D=49.5-69%, F=49% and below. It is the **student's** responsibility to keep track of grades. All college students are expected to be able to do simple mathematics – **do not ask the instructor to calculate the number of points needed to receive a certain grade in the course**. All grades will be available in the **Gradebook**.

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Course Schedule:

See last page of the Course Syllabus.

Required Activity:

All students must complete the **First Assignment: Syllabus Quiz** located in the **Start Here! Module** section of Blackboard by **11:59 pm on Sunday, Sept. 9th**, before the **Official Reporting Day (ORD)**.

Completion of this assignment serves as verification of course participation. **Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.**

Course Policies:

1. This course is **not** self-paced; there are **specific due dates** for all assignments (please see the Course Schedule on the last page of the Syllabus.)
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<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=919835320>

Once Installed

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1. Use a regular browser (Chrome, Firefox, etc.) to log in to your **Blackboard Ultra** course.
2. Navigate to the exam, and click the "Start Attempt" button.
3. LockDown Browser will then launch, if installed on the computer (or iPad). If not installed, you will be prompted to download the LockDown Browser and perform the install.
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- Clear your desk or workspace of all external materials not permitted - books, papers, other devices.
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- 24/7/365 Live Chat Support is also available from the Help Center, or from within the "it's not working" troubleshooter.
- Respondus has a Knowledge Base available from support.respondus.com. Select "LockDown Browser & Respondus Monitor" as the product to view helpful articles.
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

Micro Online Course Schedule – Fall 2026

Please check off items as you complete them – all assignments are due at midnight

All Connect HW & Labs open 8/24. Late work is never accepted for HW or Labs.

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Chs. 1, 3 - 8
Connect HW Set 1
Connect Labs Set 1
Test 1 (proctored with Respondus): available 9/7 – 9/13
- ☐ **MODULE 2: all items due 10/11**
Chs. 9, 11 - 13
Connect HW Set 2
Connect Labs Set 2
Test 2 (proctored with Respondus): available 10/5 – 10/11
- ☐ **Lab Practical Test 1 (Labs Sets 1 & 2): available 10/12 – 10/18**
- ☐ **MODULE 3: all items due 11/1**
Chs. 14, 16 - 18
Connect HW Set 3
Connect Labs Set 3
Test 3 (proctored with Respondus): available 10/26 – 11/1
- ☐ **MODULE 4: all items due 11/29**
Chs. 19 - 22
Connect HW Set 4
Connect Labs Set 4
Test 4 (proctored with Respondus): available 11/23 – 11/29
- ☐ **Lab Practical Test 2 (Lab Sets 3 & 4): available 11/30 – 12/6**
- ☐ **Comprehensive Final Exam: available 11/30 – 12/8**

Last Day of Semester: Thursday, December 10th, 2026

The Course Syllabus & Schedule are subject to change by the instructor.



BIOL 2420.20D1
Microbiology for Non-Science Majors (Lecture + Lab)
Fall 2026

Instructor: Dr. Beverly Kopachena

Office: SS #112

Phone: 903-885-1232 (please use **EMAIL** or **Blackboard Messages** for all communication)

Email: bkopachena@parisic.edu

Office Hours: Online; messages will be answered within 24 hours, 7 days a week

Meeting Location, Days, & Times: Online; check Blackboard daily

Course Description:

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It introduces historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health Lab activities cover basics of culture and identification of bacteria and microbial ecology.

Prerequisites: eight hours of biology or chemistry or consent of instructor. 4 SCH

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through **Dragon Now**, the campus-wide, affordable course materials program. Your PJC account will be charged automatically so you will not need to make a separate purchase. For this course, we will be using courseware integrated with McGraw-Hill's Connect (**Cowan, Microbiology Fundamentals: A Clinical Approach.**) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to **opt out** of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account.
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own. If you have any questions about Dragon Now or the charge to your student account, please contact the Virtual Campus Store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

In order to access your online Connect course materials, click on the **Connect Syllabus Quiz**.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level):

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Course Learning Outcomes (Spring 2021):

Lecture: Upon successful completion of this course, students will:

1. Describe distinctive characteristics and diverse growth requirements of prokaryotic organisms compared to eukaryotic organisms.
2. Provide examples of the impact of microorganisms on agriculture, environment, ecosystem, energy, and human health, including biofilms.
3. Distinguish between mechanisms of physical and chemical agents to control microbial populations.
4. Explain the unique characteristics of bacterial metabolism and bacterial genetics.
5. Describe evidence for the evolution of cells, organelles, and major metabolic pathways from early prokaryotes and how phylogenetic trees reflect evolutionary relationships.
6. Compare characteristics and replication of acellular infectious agents (viruses and prions) with characteristics and reproduction of cellular infectious agents (prokaryotes and eukaryotes).
7. Describe functions of host defenses and the immune system in combating infectious diseases and explain how immunizations protect against specific diseases.
8. Explain transmission and virulence mechanisms of cellular and acellular infectious agents.

Lab: Upon successful completion of this course, students will:

1. Use and comply with laboratory safety rules, procedures, and universal precautions.
2. Demonstrate proficient use of a compound light microscope.
3. Describe and prepare widely used stains and wet mounts, and discuss their significance in identification of microorganisms.
4. Perform basic microbiology procedures using aseptic techniques for transfer, isolation and observation of commonly encountered, clinically significant bacteria.
5. Use different types of bacterial culture media to grow, isolate, and identify microorganisms.
6. Perform basic bacterial identification procedures using biochemical tests.
7. Estimate the number of microorganisms in a sample using methods such as direct counts, viable plate counts, or spectrophotometric measurements.
8. Demonstrate basic identification protocols based on microscopic morphology of some common fungi and parasites.

Course Requirements and Evaluation:

Connect Homework	25%
Lecture Tests (four tests @10% each) - proctored with Respondus/Webcam	40%
Comprehensive Final Exam (all chapters)	10%
Lab grade (lab exercise avg. 50%, 2 practical tests @25%)	<u>25%</u>
	100%

Final grades will be based upon the following: A=89.5-100%, B=79.5-89%, C=69.5-79%, D=49.5-69%, F=49% and below. It is the **student's** responsibility to keep track of grades. All college students are expected to be able to do simple mathematics – **do not ask the instructor to calculate the number of points needed to receive a certain grade in the course**. All grades will be available in the **Gradebook**.

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See last page of the Course Syllabus.

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Connect HW Set 3
Connect Labs Set 3
Test 3 (proctored with Respondus): available 10/26 – 11/1
- ☐ **MODULE 4: all items due 11/29**
Chs. 19 - 22
Connect HW Set 4
Connect Labs Set 4
Test 4 (proctored with Respondus): available 11/23 – 11/29
- ☐ **Lab Practical Test 2 (Lab Sets 3 & 4): available 11/30 – 12/6**
- ☐ **Comprehensive Final Exam: available 11/30 – 12/8**

Last Day of Semester: Thursday, December 10th, 2026

The Course Syllabus & Schedule are subject to change by the instructor.

BIOL 2420 40J0
Microbiology
Fall 2026

Instructor: Dr. Jeanmarie Stiles
Office: Greenville Center room 208
Phone: 903-457-8717
Email: jstiles@parisjc.edu

Meeting Location: GC 218
Meeting Days: MTWR
Meeting Times: 11:00-12:15

Office Hours: MW 12:30-3; TR 11-1; 2:30-3. To best serve you, please email before visiting the Greenville Center so we can schedule an in-person meeting at my office or arrange for a phone conversation.

Course Description:

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It is an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health.

Credits: SCH = 4 (3 lecture and 1 laboratory)

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Cowen's 4th edition of *Microbiology Fundamentals – A Clinical Approach with Proctorio+***). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

In addition to McGraw-Hill access, a physical textbook is recommended but not required. Other required course materials include a properly functioning computer with a stable internet connection, a webcam (internal or external), and microphone. You need a folder with loose leaf paper, pen, pencil, dry erase marker, and stapler. Purchase one package of scantrons #882e at the beginning of the semester and bring two pencils with erasers to every test.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

Describe distinctive characteristics and diverse growth requirements of prokaryotic organisms compared to eukaryotic organisms.

Provide examples of the impact of microorganisms on agriculture, environment, ecosystem, energy, and human health, including biofilms.

Distinguish between mechanisms of physical and chemical agents to control microbial populations.

Explain the unique characteristics of bacterial metabolism and bacterial genetics.

Describe evidence for the evolution of cells, organelles, and major metabolic pathways from early prokaryotes and how phylogenetic trees reflect evolutionary relationships.

Compare characteristics and replication of acellular infectious agents (viruses and prions) with characteristics and reproduction of cellular infectious agents (prokaryotes and eukaryotes).

Describe functions of host defenses and the immune system in combating infectious diseases and explain how immunizations protect against specific diseases.

Explain transmission and virulence mechanisms of cellular and acellular infectious agents.

ACGM Lab Learning Outcomes

Upon successful completion of this course, students will:

Use and comply with laboratory safety rules, procedures, and universal precautions.

Demonstrate proficient use of a compound light microscope.

Describe and **prepare** widely used stains and wet mounts, and discuss their significance in identification of microorganisms.

Perform basic microbiology procedures using aseptic techniques for transfer, isolation and observation of commonly encountered, clinically significant bacteria.

Use different types of bacterial culture media to grow, isolate, and identify microorganisms.

Perform basic bacterial identification procedures using biochemical tests.

Estimate the number of microorganisms in a sample using methods such as direct counts, viable plate counts, or spectrophotometric measurements.

Demonstrate basic identification protocols based on microscopic morphology of some common fungi and parasites.

Course Requirements and Evaluation:

Students will be given the following opportunities to demonstrate knowledge of class material:

Topic	Points
Disease Reports 10 x 5 points =	50
Lecture homework assignments 14 x 10 points =	140
Lecture exams 5 x 100 points =	500
Lecture activities	10
Lab activities	30
Online labs	270
Total points	1000

Course Curve: 5 pts will be added to your total points earned if all course work has been sincerely attempted and submitted on time. This is how course points equate to your final letter grade:

Grading Scale

A - 900 points and higher

B - 800 points and higher

C - 700 points and higher

D - 600 points and higher

F – 599 points and below

Total Course Points = 1000, so if you earn 862/1000 pts that is an 86.2 or B avg. See the Gradebook tab within Blackboard for a list of all grades. Each assignment clearly indicates the point value.

Orientation/Introductory Assignments are crucial to navigate the course. Other lecture activities such as discussion boards, worksheets, and video assignments may be found within the lecture folders of the Blackboard shell (not MGH).

Chapter Homework Assignments involve 14 assignments at 10pts each = 140pts. You have 1 attempt at each assignment. Before attempting an assignment, print the slideshow in outline form, read the chapter in your book and add notes to the slideshow. Assignments are not timed and you can do a little work at a time and then return later. Homework assignments are designed to help you understand the subject matter and study for exams. You may see similar questions again on your unit exams. You may take notes to help you study. The chapter assignments may be submitted late with a 5% per day penalty.

Lecture Exams are predominantly multiple choice and true/false, but may include short answer questions as well.

Exam 1- Timed, 1 attempt- 100pts

Exam 2- Timed, 1 attempt- 100pts

Exam 3- Timed, 1 attempt- 100pts

Exam 4- Timed, 1 attempt- 100pts

Comprehensive final exam – Timed, 1 attempt – 100 pts

Final Exam: Make yourself a good review and you should do well. The questions on the final exam may not be exact repeats from the homework and previous exams. If taken by the posted due date and time, the final exam can replace a low or missed exam score.

Once you begin a timed assignment or exam you cannot stop the time, so be ready and make sure your internet connection is solid. Do not think you can close out and come back later! Likewise, there will not be time to search for answers. Before beginning the exam, you should study and be familiar with the concepts presented. The test stops when the time ends, regardless of whether all questions have been answered.

Virtual Labs include numerous online lab activities for 270 pts possible. Labs are user friendly and brief. Watch the tutorial for a thorough explanation of the concept and simulated activity. If you experience technical problems, give MGH staff a call immediately and they will help you. If necessary, email your instructor with a case number and detailed description of the problem after first contacting MGH.

Extra Credit assignments provide dedicated students with the opportunity to earn a couple of extra points. These assignments are scattered throughout the Bb course content, so move through each folder sequentially to find, complete, and submit them. However, these assignments may only be submitted if all other assignments and the exam for a particular unit have been completed prior to the due date and time. **Extra credit cannot be submitted late and there is no big extra credit assignment offered at the end of the semester.** Submit extra credit prior to the unit exam due date and time. If all questions on an extra credit

assignment are sincerely attempted, one point may be earned. If all questions are complete and correct, two points may be earned.

Assignments will only be reopened if the Connect system has issues or in extreme and verifiable cases approved on an individual basis, such as unexpected hospitalization. Basically, if Connect is working, then the web page is good so make sure you have an updated computer and reliable connection to the internet for this course.

Entering Your Course: This course utilizes the McGraw-Hill (MGH) Connect platform to deliver many assignments. Most of these MGH Connect assignments are linked for you in Blackboard under the Content tab. Your first task is to click on a MGH link, then you will be directed to Connect where you must register for the MGH Connect course. How to register is described in detail under the Start Here folder in Blackboard. Once you have registered in MGH Connect you will be able to complete the Connect orientation assignment. In addition, you must **complete the syllabus quiz prior to the college official reporting Day (ORD), Oct. 27th, to be counted as present in the course. If you have not completed this assignment before this date it is college policy for you to be dropped from the course.**

When registering in MGH Connect, enter your PJC e-mail and select a password. Here is a link to set up your PJC email if you do not have yours activated yet:

<http://www.parisjc.edu/pjc2/main/activate-dragonmail/>

System Requirements for Connect and Browser Test: Use this link to check your computer to ensure you have all that you need to run the Connect Learning System

<https://www.mheducation.com/highered/connect/support.html>

Tips/Time: This course will require a significant time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace but do not let due dates approach and assume you can get the work done in a day or two. Your course is set up into 4 units plus the final exam. In a standard unit, you will have 3 chapters to cover, so read and study each (take notes and pay attention to bold terms), complete the homework assignment with each chapter (recall that some questions in the homework may reappear on your unit exams), complete the labs for each unit, and the unit exam covering the 3 chapters. Plan a good schedule for when you want to complete each well before the due date.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies: Every student should come to class prepared to interact with the instructor and other students by listening, discussing, questioning, and taking notes related to the topic at hand. No food or drink allowed in lab. No open toe shoes allowed in lab. Long hair must be pulled back. Listen to lab instructions and follow all required safety procedures.

Rules for all written assignments:

1. 12 pt type
2. Times New Roman Font
3. Double space
4. Full citation both in the paper and a reference page (APA)
5. 1 in margins

Mid-Term Grades: PJC instructors are required to enter mid-term grades. Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff. Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working. Please meet with your instructor if you are concerned about your grades at the mid-term.

Make-Up Work: Stay well ahead of due dates so when the unexpected occurs, you will be able to submit assessments by the due date. However, if an unanticipated emergency arises and you are unable to submit an exam/assignment as scheduled, email your instructor with documentation and an explanation within 48 hours of the posted due date. At the instructor's discretion and with a 5% deduction per day, a student may be given permission to submit homework assignments and quizzes up to two weeks late. If permitted, it is the student's responsibility to schedule a makeup exam with the instructor during the instructor's office hours, and within two weeks of the exam. Make up exams may include both multiple choice and essay questions. **Online labs may not be submitted late.**

All online assignments are open for you to complete, so work ahead, especially if you anticipate a scheduling conflict. Under no circumstances may the final exam be taken late. All lab assignments and most lecture assignments must be completed by using the links provided in Blackboard to enter McGraw Hill's Connect.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day to withdraw from a course with a grade of **"W" is Nov. 24th**. Failure to officially withdraw will result in your receiving a grade of F.

Class Conduct:

Do not photograph or make a video of the class lectures/labs or your instructor. Turn off or silence and put away all cell phones, pagers, ipods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the

classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Course Communication: Outside of the classroom, Bb messages is the preferred method of communication. Secondly, your official PJC email may be used and should include your full name and course number with all correspondences. You can expect a reply to your email within 24 hours, Monday - Thursday 8:00 am – 3:00 pm.

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence: (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising &

Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by an in-class announcement, Bb announcement, and/or email.

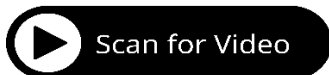
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Due 1:00 PM	Unit	Lesson	Lecture	Lab	Disease Report
10/23		Start Here folder	First Assignment: Syllabus Quiz Connect Orientation Videos Virtual Labs Tutorial		
10/27	1	1	Homework (HW) Chapter (Ch) 1: Introduction	Safety Labs	
	1	2	HW Ch 3 Bacteria	Metric System & Microscopy Labs	1 (Ch 16)
	1	3	HW Ch 4 Eukaryotic	Staining Labs	2 (Ch 16)
	1	4	HW Ch 5 Viruses	Isolation Methods Labs	3 (Ch 17)
	1	5	HW Ch 6 Microbial Nutrition		
	1	6	HW Ch 7 Metabolism		
	1	7	HW Ch 8 Genetics		
	1		Exam 1 (Ch 1, 3, 4, 5, 6, 7, 8)		
	2	8	HW Ch 9: Physical and Chemical Control of Microbes		
	2	9	HW Ch 11: Interactions Between Humans and Microbes	Aseptic Technique Labs	4 (Ch 17)
	2	10	HW Ch 12: Host Defenses I – Nonspecific Defenses	Microbial Growth Labs	5 (Ch 18)

	2	11	HW Ch 13: Host Defenses II – Specific Immunity	Control of Microbial Growth Labs	6 (Ch 18)
			Exam 2 (Ch 9, 11, 12, 13)		
	3	12	HW Ch 14: Disorders Immunity	Unknown Bacteria Identification Labs	7 (Ch 19)
	3	13	HW Ch 16: Diseases of Skin and Eyes	Bacterial Genetics Labs	8 (Ch 19)
	3	14	HW Ch 17: Diseases of Nervous System	DNA Biology and Technology Labs	9 (Ch 20)
	3	15	HW Ch 18: Diseases of Cardiovascular and Lymphatic	Biochemical Testing Labs	10 (Ch 20)
			Exam 3 (Ch 15 - 18)		
	4	16	HW Ch 19: Diseases of Respiratory System	Ubiquity of Microorganisms Labs	
	4	17	HW Ch 20: Diseases of GI Tract	Gram Stain Lab	
	4	18	HW Ch 21: Diseases of Genitourinary System		
	4	19	HW Ch 22 One Health		
			Exam 4 (Ch 19, 20, 21, 22)		
			Comprehensive Final Exam 11 AM -12:15 PM, Wed Dec 9	Course ends	

BIOL 2420
Microbiology for Non-Science Majors (Lecture + Lab)
Fall 2026

Instructor: Kristin Craven
Office: GHS 1611
Phone: 903-453-3665
Email: cravenk@greenvilleisd.com

Meeting Location: GHS 1611
Meeting Days: MTWRF
Meeting Times: MTW 4:10 – 4:40
Mornings/ other days by appointment

Course Description:

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It introduces historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health Lab activities cover basics of culture and identification of bacteria and microbial ecology. Prerequisites: eight hours of biology or chemistry or consent of instructor. 4 SCH

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through **Dragon Now**, the campus-wide, affordable course materials program. Your PJC account will be charged automatically so you will not need to make a separate purchase. For this course, we will be using courseware integrated with McGraw-Hill's Connect (**Cowan, Microbiology Fundamentals: A Clinical Approach.**) You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to **opt out** of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account.
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own. If you have any questions about Dragon Now or the charge to your student account, please contact the Virtual Campus Store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas

through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level):

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Course Learning Outcomes (Spring 2021):

Lecture: Upon successful completion of this course, students will:

1. Describe distinctive characteristics and diverse growth requirements of prokaryotic organisms compared to eukaryotic organisms.
2. Provide examples of the impact of microorganisms on agriculture, environment, ecosystem, energy, and human health, including biofilms.
3. Distinguish between mechanisms of physical and chemical agents to control microbial populations.
4. Explain the unique characteristics of bacterial metabolism and bacterial genetics.
5. Describe evidence for the evolution of cells, organelles, and major metabolic pathways from early prokaryotes and how phylogenetic trees reflect evolutionary relationships.
6. Compare characteristics and replication of acellular infectious agents (viruses and prions) with characteristics and reproduction of cellular infectious agents (prokaryotes and eukaryotes).
7. Describe functions of host defenses and the immune system in combating infectious diseases and explain how immunizations protect against specific diseases.
8. Explain transmission and virulence mechanisms of cellular and acellular infectious agents.

Lab: Upon successful completion of this course, students will:

1. Use and comply with laboratory safety rules, procedures, and universal precautions.
2. Demonstrate proficient use of a compound light microscope.
3. Describe and prepare widely used stains and wet mounts, and discuss their significance in identification of microorganisms.
4. Perform basic microbiology procedures using aseptic techniques for transfer, isolation and observation of commonly encountered, clinically significant bacteria.
5. Use different types of bacterial culture media to grow, isolate, and identify microorganisms.
6. Perform basic bacterial identification procedures using biochemical tests.
7. Estimate the number of microorganisms in a sample using methods such as direct counts, viable plate counts, or spectrophotometric measurements.
8. Demonstrate basic identification protocols based on microscopic morphology of some common fungi and parasites.

Course Requirements and Evaluation:

Unit Exams & Comprehensive Final	35% of course grade
Lab – Virtual and In-Person	35% of course grade
Homework Assignments	30% of course grade
	100%

Final grades will be based upon the following: A=89.5-100%, B=79.5-89%, C=69.5-79%, D=49.5-69%, F=49% and below. It is the **student's** responsibility to keep track of grades. All college students are expected to be able to do simple mathematics – **do not ask the instructor to calculate the number of points needed to receive a certain grade in the course**. All grades will be available in the **Gradebook**.

Mid-Term Grades: PJC instructors are required to enter mid-term grades during the ninth week of the semester (**Oct. 16th.**) Once entered, each student's mid-term grade may be viewed by College personnel that need to monitor such information, such as Student Records, Student Financial Aid, Academic Advising and Counseling, and administrative staff.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on September 5, 2026. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

1. This course is **not** self-paced; there are **specific due dates** for all assignments (please see the Course Schedule on the last page of the Syllabus.)
2. All Connect Labs and Homework (HW) open on the first day of the semester. You are strongly urged to work ahead on HW and Labs. All assignments **must** be completed by the posted due dates.

Late work is not accepted for Connect Homework or Labs (absolutely **NO exceptions.)**

3. Connect HW and Labs take approximately one hour, based on your performance. You have **unlimited** attempts; your highest attempt score will be used as your grade. Please **do not procrastinate**. Connect grades should upload to the Blackboard Gradebook in about an hour.
4. The Lab Practical test will open for approximately one week and will cover material from the lab exercises. It will close at midnight on the due date.
5. The four Lecture Tests will consist of 40 multiple choice questions (worth 10% each.) They are proctored using **Respondus Monitor (with Webcam.)** If you have an emergency situation and know that you cannot complete the test by the due date, please email your instructor **immediately**. Make up tests will **not** be allowed for the Final Exam. Please email your instructor if you have questions about this policy.
6. If you have questions, please go to the **FAQs Module**. Answers to most of your questions are found there. If not, send a message to your instructor.
7. To avoid possible cheating, you will be able to review your quiz and test grades after all students have taken the quiz.
8. **No test or quiz grades (including zeros) will be dropped when calculating final overall grades.**

9. Extra credit will be available to the entire class ONLY - If given at all!!

No individual extra credit will be given – please DO NOT ASK.

10. This class is online and uses many online and digital resources. Students must have access to a strong internet connection (dial up is NOT recommended.) You will need a webcam and speakers. If you do not have a webcam, they can be purchased at around \$10.
11. Problems with internet service are **not** an excuse for missing assignments – do your assignments well before the due dates to avoid this issue. If you have problems with your internet service, the College computer labs, public libraries, and many businesses offer free WiFi service.
12. If Connect is not working correctly, please go to the **Start Here!** Module and run a **Check Your Computer**. Please click on that link **BEFORE** contacting your instructor. In most cases, enabling pop-ups and updating your internet browser fixes problems. If that does not work, please contact the **Connect Help Site**. The link is found in the **McGraw-Hill's Connect Information** folder in the **Start Here! Module**. Your instructor has no control over technical problems with Connect – you must contact the Connect Help Site for technical problems.
13. **It is NOT recommended that you use cell phones for Blackboard or your Connect HW or labs.** Blackboard and Connect were not designed to be used on cell phones and items may not display or work correctly.
14. Microsoft Edge, Firefox, and Google Chrome work best with Connect.
15. Please communicate through PJC email or Blackboard Messages or in person.
16. If you want an actual textbook, you can purchase a loose-leaf copy through your Connect course.
17. Blackboard is your official course – **NOT CONNECT**. Log into Blackboard **daily**.
18. Please keep track of assignment due dates using the Course Schedule and the Modules in Blackboard. Do **NOT** rely on the Gradebook – it moves assignments based on due dates and may cause you to miss coursework.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is November 12, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or

repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

[Adjust policy as determined by department.]

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

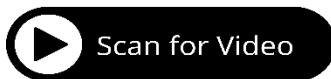
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Micro Online Course Schedule – Fall 2026
All assignments are due at midnight

All Connect HW & Labs open 8/24. Late work is never accepted for HW or Labs.

First Day of Semester: Monday, August 24th, 2026

Connect Syllabus Quiz: Due Sunday, Sept. 6th

Respondus Monitor/Webcam Quiz: Due Sunday, Sept. 6th

MODULE 1: all items due 9/13

Chs. 1, 3 - 8

Connect HW Set 1

Connect Labs Set 1

Test 1 - will be taken on 9/12 & 9/13

MODULE 2: all items due 10/11

Chs. 9, 11 - 13

Connect HW Set 2

Connect Labs Set 2

Test 2 - will be taken on 10/10 & 10/11

MODULE 3: all items due 11/3

Chs. 14, 16 - 18

Connect HW Set 3

Connect Labs Set 3

Test 3 - will be taken on 11/2-11/3

MODULE 4: all items due 12/4

Chs. 19 - 22

Connect HW Set 4

Connect Labs Set 4

Test 4 - will be taken on 12/3 & 12/4

Comprehensive Final Exam: Will be taken on 12/8 - 12/9

Last Day of Semester: Thursday, December 10th, 2026

The Course Syllabus & Schedule are subject to change by the instructor.

MRKG 1311.20F0
Principles of Marketing
Fall 2026 – Flex B: 2nd 8-weeks

Instructor: Wanda Duncan

Office: AS 151

Phone: 903.782.0378

Email: wduncan@parisjc.edu

Office Hours: TBA within BlackBoard/DragonMail

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

3 Credit Hours 3 Lecture Hours 0 Lab Hours

Prerequisite(s): It is highly recommended that the student has computer and/or keyboarding skills or be concurrently enrolled in a computer and/or keyboarding class to successfully complete this course. This course does not attempt to teach basic computer skills.

Associate degree seeking students and Level 2 certificate students **must be** TSI compliant before degree conferral. If applicable, see your counselor / advisor for more information and to schedule the TSI testing.

If Applicable: TSI Requirement

NOTE: ACGM courses typically require TSI compliance or waiver. Associate's degree and Level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Contemporary Marketing. 20th edition.

Boone/Kurtz

Cengage Learning

Inclusive Access: 9798214041117

Inclusive Access is being used for this course which means the cost of course materials are included in the tuition (includes ebook and access to homework assignments).

Do **NOT** "opt out." If you "opt out," you will be responsible for paying for the course materials out of pocket.

You do not have to purchase anything from the PJC Bookstore.

Other Course Materials:

None.

Access to the Internet, e-mail, and Microsoft Office 365 (includes Word, Excel, Access, and PowerPoint) must be installed on your home computer if you work on your assignments at home. If you work on your assignments on campus, the software is already installed on those computers.

Please see BlackBoard “Announcements” for a downloadable link for Microsoft Office 365. If you have trouble downloading the software, please reach out to the IT Help Desk at helpdesk@parisjc.edu.

Basic computer Requirements: Generally, a computer manufactured within the last five years is adequate.

Course Goals and Objectives:

Upon successful completion of this course, the student will have:

1. Identified the marketing mix components in relation to market segmentation.
2. Explained the environmental factors which influence consumer and organizational decision-making processes.
3. Outlined a marketing plan.

Student Learning Outcomes:

1. Applied business concepts, practices, and/or techniques to effectively manage an organization.
2. Evaluated company production, profitability, and cost using managerial accounting tools.
3. Demonstrated proficiency using industry application software.

Course Requirements and Evaluation:

The first assignment is a Syllabus Quiz and an IceBreaker Discussion Board Forum which the student must complete before the Official Reporting Date (**October 26**) to avoid being dropped.

This is an **8-week** course that runs from **October 19** to **December 10**.

This course does not attempt to teach basic use of a computer. All students must be able to search the Internet, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Course will be presented via **BlackBoard** and **MindTap**.

Students are expected to access this course a minimum of three times a week to keep current with course activities.

Student is responsible for the following:

- Access to necessary computer resources
- Read assigned material as on schedule
- Complete all homework assignments on time
- Prepare diligently for quizzes and examinations
- Take quizzes and examinations as scheduled
- **Inquire** if you do not comprehend the material
- Follow the policies set forth in this syllabus and as specified by the college

Due to the type of material that must be covered within this course, students will be required to accomplish an extensive amount of reading, studying, and solving homework problems. It is vital for students not to fall behind as it will be quite challenging to catch up. Students are to be held responsible for learning all the material in the textbook, the information provided in each chapters PowerPoint, and homework problems. Students are encouraged to study with classmates to assist in mastery of the course content.

The course will cover **fourteen** (14) chapters.

- There is **NO** Mid-Term Exam and **NO** Final Exam.
- You need to complete your work early so that if you encounter a problem you can contact the instructor in time to get a response and resolve the problem.

Chapter Assessments: All chapter assessments will be completed through **BlackBoard** where all assessments are linked to **MindTap**. There is no time limit. NO makeup or extra credit will be given. Students should be familiar with the subject matter before attempting the tests. The due date of each chapter and exams are listed in the schedule which can be accessed from the Homepage of the BlackBoard course.

Orientation: Students are expected to read and become familiar with the Syllabus and the course calendar. Students should also become familiar with the content and location of all items in the course.

If a student needs to discuss an assessment or needs help completing assessments, the student should e-mail the Instructor and/or come to the PJC Paris campus for individual instruction with the Instructor. The Instructor is always willing to tutor and/or help in successfully completing the course.

Grades:

Grades are based on a point system for completion of assessments which include MindTap assessments, video quizzes, a BlackBoard Discussion Forum, and a BlackBoard Syllabus Quiz.

All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded.

Successful online learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Office 365.

Letter grades will be assigned based on the following point scale:

518 – 576 = A	90 - 100 = A
461 – 517 = B	80 - 89 = B
403 – 460 = C	70 - 79 = C
346 – 402 = D	60 - 69 = D
0 – 345 = F	0 - 59 = F

All **assessments** will be completed in **BlackBoard**.

Checking your Grade:

To check your grades, click the “Grades” tab. BlackBoard may show only the total number of points possible for each assessment and your score. The total points possible for the course may include work which you have not been assigned yet. To turn any score into a percentage, divide the number of points you received by the number of points possible.

Viewing Grades:

Grades are usually posted in BlackBoard as soon as the assignment is completed or a couple hours thereafter.

All chapter assessments will be completed by logging into **BlackBoard**, select “Modules” tab, select a “module,” and then select the “assessment” you are wanting to complete. Once you have selected the assessment, the “**MindTap**” window will appear and you can then begin working on the assessment.

Course Procedures:

- **Microsoft Office 365** and **MindTap** are required for this course.
- A student is expected to be regular and punctual in submitting assignments. Failure to complete required assignments will negatively affect the student’s final grade. Deadlines are established at the beginning of the semester.
- Contact your Instructor immediately if an emergency arises and you are unable to submit your work or attend class as required.
- If you find that you cannot complete the course for any reason, contact your Instructor and refer to your college catalog for withdrawal procedures.
- Students must check the course frequently for announcements, and students must actively participate in class discussions.
- Minimum of **10 hours per week** of computer time is required for students to complete assessments. More computer time may be required, depending on your typing speed and computer knowledge.
- See the course schedule for when assignments are due.

Open lab:

AS 152

One-on-one tutoring available (call or e-mail for an appointment)

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

All assessments and due dates are posted well in advance, so it is reasonable to expect quality work from students submitted well before the due date. If you do not procrastinate, there should be no reason you cannot submit assessments promptly. Plan on turning in all work by the due date – there will be no make-up work or extra credit given.

You will find all the assessments for **MindTap** are linked into BlackBoard. You must log into BlackBoard to complete all assignments. They must be completed before the due date. You are encouraged to work ahead in case there are questions that may arise.

ChatGPT/AI can only be used for research purposes only. Quoting ChatGPT/AI directly is strictly **prohibited** and will be considered **plagiarism**. If you use ChatGPT/AI as part of your research, remember that you must **cite** it on your resource page.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be

initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 24**.

All work is completed online. Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities.

- **Check-in on a regular basis.** To be in attendance, you must be on the BlackBoard course Web site at least three (3) out of seven (7) days each week. Being present means you should be involved in any discussions and be current in turning in homework, projects, and assessments. Being present means you check your school e-mail account at least once every day.
- **Verify your course enrollment.** On the first day of the online course complete the IceBreaker Discussion Board and Syllabus Quiz. Students must complete these assignments in each course to verify their course enrollment. **If you do not complete these assignments by ORD, you will be dropped from the course.**
- **Plan on spending at least two hours of work time for every credit hour that the course receives.** As a rule of thumb, colleges assume that you will attend as many hours as are listed in the credit hours, then do homework and prepare in an equivalent number of hours during each week. In an online course, the distinction between attendance and study hours is removed, but the same minimum amount of time is necessary. In actual practice, some courses take many more hours of study.
- **Your Instructor can tell if you are visiting the course site.** There are tools in BlackBoard that allow your Instructor to get general statistics about how often you visit the course site. Sometimes, they can even tell you have visited specific parts.

Students that have never attended class before ORD will be withdrawn from the course by the institution. Students enrolled in an online course must "log in" and complete the week one assignment (Syllabus Quiz and IceBreaker Discussion Board) before ORD to be considered an active student or to be considered attending class.

Please consult the Paris Junior College Student Handbook to review all policies and procedures.

Instructor Response and Availability:

The Instructor's preferred method of contact is e-mail. The Instructor will answer e-mail as soon as possible. If an e-mail was sent Monday – Wednesday, expect a response within 24 hours except for holidays and closures. If you have not heard from the Instructor within a reasonable time frame, please send another e-mail.

If the e-mail was sent Thursday – Sunday, expect an answer on Monday or Tuesday except for holidays and closures.

If you have a question, please be sure to put "MRKG 1311 Question" or "MRKG 1311 Question About" as the subject line of the e-mail message. If you do, you are likely to get a faster response. Please include your name on all correspondence.

Dragonmail is the primary contact e-mail for students. Please check your e-mail daily. In addition, please check "Announcements" in BlackBoard daily.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Netiquette:

Netiquette is another word for online communication guidelines. Netiquette can be summarized by three simple understandings: remember that there is a human being on the other end of your communication, treat that human being with respect, and do not transmit any message that you wouldn't be willing to communicate face to face. Due to the nature of the online environment, here are some things to remember:

1. Be careful what you write about others.
2. Avoid offensive language, especially comments that might be construed as discriminatory.
3. Be careful with humor and sarcasm. One person's humorous comment may push another person's buttons or may even be seen as offensive.
4. Avoid putting words into full capitals. Online, all-caps is considered SHOUTING.
5. Write descriptive subject lines. Some people receive so much email that they begin to delete some messages without viewing them. To avoid this fate, make sure your subject lines are descriptive.
6. Use writing tricks like "emoticons," acronyms, and extra punctuation, but use them judiciously.
7. Respect other people's intellectual property. Don't post, display, or otherwise provide access to materials belonging to others, and cite references as appropriate.
8. Always think before you write. In other words without the use of non-verbal's with your message, your message can be misinterpreted. So please think twice before you hit submit.
9. Keep it relevant. Do not stray from the discussion in the assigned questions.
10. Make sure that you are using appropriate grammar and structure. In other words, I don't want to see anyone writing "R U" instead of "are you". There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. **Two (2) Points will be deducted for grammatical errors, punctuation errors, spelling errors, or any other errors found in an assessment.**
11. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Syllabus Subject to Change

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- a) Student email
- b) BlackBoard announcement
- c) In class announcement

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the

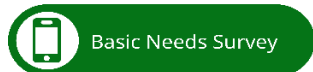
student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

For computer or log in issues please contact Tech Support at techsupport@parisjc.edu

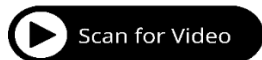
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Important Dates:

Official Report Date is **October 26**.

Last Day to Drop Classes with a "W" is **November 24**.

Thanksgiving Holiday is **November 25 - 27**.

Final Exam is **December 7 - 10**.

Fall Commencement is **December 11**.

All assignments must be completed by 11:59 p.m. on Wednesday, December 9.

Course Schedule:

Week 1:	IceBreaker Discussion Board Syllabus Quiz
Week 2:	Chapter 1 Chapter 2 Chapter 3
Week 3:	Chapter 4 Chapter 5 Part 1 You Make the Decision
Week 4:	Chapter 6 Chapter 7
Week 5:	Chapter 8 Part 2 You Make the Decision Chapter 9
Week 6:	Chapter 10 Part 3 You Make the Decision Chapter 11
Week 7:	Chapter 12 Part 4 You Make the Decision Chapter 13
Week 8:	Chapter 14 Part 5 You Make the Decision

**MUAP 1169 10AO
Individual Keyboard
Fall Semester, 2026**

Instructor: Dr. James Heffel
Meeting Location: 107 Musical Arts Building
Office: Suite 100, Musical Arts Building
Meeting Days: TBD
Phone: 903-782-0343
Meeting Times: TBD
Email: jheffel@parisjc.edu
Office Hours: MTWTh 3:30-5:00 p.m.

Course Description: *Introduction/Course Description*

Students enrolled for private music instruction receive one credit per semester for one half hour lesson per week, and two credits for a one hour lesson per week. Two credit hours of instruction is generally reserved for music majors declaring keyboard as major instrument. However, advanced and musically literate pianists may enroll in the Keyboard Major offering with advance approval of the instructor. Although there is no prerequisite for private instruction, all individuals enrolled are subject to an entrance audition. Prior to private instruction, Class Piano Instruction is highly recommended. Lesson times will be determined by the teacher and student in the first week of class. This appointment time will remain constant throughout the semester,

Course Outline

Week 1 Introduction and basics of the keyboard
Week 2 Foundational Skills/Beginning to read music
Week 3 Study of Technique and Repertoire Survey
Week 4 Introduction of Repertoire
Week 5 Advanced Technical Skills
Week 6 Study of Repertoire
Week 7 Special Considerations of Technique
Week 8 Fingering and technical skills
Week 9 Additional Repertoire
Week 10 Advanced scale work
Week 11 Study of repertoire
Week 12 Additional repertoire
Week 13 Technique and repertoire study
Week 14 Repertoire study
Week 15 Preparation for Jury
Week 16 Final Jury

Attendance/ Make-up Policy

Regular attendance at lessons is required. Each unexcused absence will lower your course grade by one letter. Absences will be recorded as excused at the discretion of the teacher. In most cases, an absence will be unexcused unless the teacher is notified in advance and the reason for missing is acceptable to the teacher. Make up lessons will be scheduled at the teacher's discretion. Tardiness to lesson times will accrue as an absence. For example, 50 minutes of time accrued in tardiness = 1 unexcused absence (25 minutes for 1 credit hour lessons). If late for a lesson the student will be given only the time remaining in the lesson, unless the instructor is responsible for the delay. Students missing more than three (3) lesson times will be withdrawn from the course.

Required Textbook(s) and Materials: No textbook required. All music resources will be determined throughout the balance of the semester.

Course Goals and Objectives:

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Be able to demonstrate and discuss productive keyboard technique	Classroom and individual study.	Periodic quizzes
2. Be able to demonstrate standard technical patterns	Classroom and individual study and practice	Quizzes in each class session
3. Be able to perform solo literature	Classroom and individual study and practice	Monitoring in class and quiz
4. Be able to perform on a music jury	Classroom preparation, memorization and rehearsal	Jury performance and examination

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.

5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Course Policies: *Procedures and Attendance*

Cell phones are generally prohibited in class. This includes ringing, vibrating, answering, “text messaging,” checking messages, or any other type of activity involved with cell phone usage. Wait for a break or the end of class to check your cell phone, but remember to turn it off upon re-entering the classroom.

Attendance and promptness to all lessons is extremely important, and expected of students. This includes absences and chronic tardiness.

Absences and general tardiness will be seriously taken into account in the final grading process, and attendance will be accurately taken each week. Grading will be determined by attendance, attitude, demonstration of progress at the keyboard via consistent practice, and demonstration of repertoire and technique

Lesson Attendance:

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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES

**MUAP 1269 10AO
Individual Keyboard
Fall Semester, 2026**

Instructor: Dr. James Heffel
Meeting Location: 107 Musical Arts Building
Office: Suite 100, Musical Arts Building
Meeting Days: TBD
Phone: 903-782-0343
Meeting Times: TBD
Email: jheffel@parisjc.edu
Office Hours: MTWTh 3:30-5:00 p.m.

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Course Outline

Week 1 Introduction and basics of the keyboard
Week 2 Foundational Skills/Beginning to read music
Week 3 Study of Technique and Repertoire Survey
Week 4 Introduction of Repertoire
Week 5 Advanced Technical Skills
Week 6 Study of Repertoire
Week 7 Special Considerations of Technique
Week 8 Fingering and technical skills
Week 9 Additional Repertoire
Week 10 Advanced scale work
Week 11 Study of repertoire
Week 12 Additional repertoire
Week 13 Technique and repertoire study
Week 14 Repertoire study
Week 15 Preparation for Jury
Week 16 Final Jury

Attendance/ Make-up Policy

Regular attendance at lessons is required. Each unexcused absence will lower your course grade by one letter. Absences will be recorded as excused at the discretion of the teacher. In most cases, an absence will be unexcused unless the teacher is notified in advance and the reason for missing is acceptable to the teacher. Make up lessons will be scheduled at the teacher's discretion. Tardiness to lesson times will accrue as an absence. For example, 50 minutes of time accrued in tardiness = 1 unexcused absence (25 minutes for 1 credit hour lessons). If late for a lesson the student will be given only the time remaining in the lesson, unless the instructor is responsible for the delay. Students missing more than three (3) lesson times will be withdrawn from the course.

Required Textbook(s) and Materials: No textbook required. All music resources will be determined throughout the balance of the semester.

Course Goals and Objectives:

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Be able to demonstrate and discuss productive keyboard technique	Classroom and individual study.	Periodic quizzes
2. Be able to demonstrate standard technical patterns	Classroom and individual study and practice	Quizzes in each class session
3. Be able to perform solo literature	Classroom and individual study and practice	Monitoring in class and quiz
4. Be able to perform on a music jury	Classroom preparation, memorization and rehearsal	Jury performance and examination

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.

5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Course Policies: *Procedures and Attendance*

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Attendance and promptness to all lessons is extremely important, and expected of students. This includes absences and chronic tardiness.

Absences and general tardiness will be seriously taken into account in the final grading process, and attendance will be accurately taken each week. Grading will be determined by attendance, attitude, demonstration of progress at the keyboard via consistent practice, and demonstration of repertoire and technique

Lesson Attendance:

Class attendance is critical for the successful completion of this course. Assignments should be completed by the due date provided. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is Thursday, November 12, 2026.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

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<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

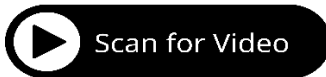
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES

**MUAP 128110AO
Individual Voice
Fall Semester, 2026**

Instructor: Dr. James Heffel
Meeting Location: 107 Musical Arts Building
Office: Suite 100, Musical Arts Building
Meeting Days: TBD
Phone: 903-782-0343
Meeting Times: TBD
Email: jheffel@parisjc.edu
Office Hours: MTWTh 3:30-5:00 p.m.

Course Description: *Introduction/Course Description*

Students enrolled for private music instruction receive one credit per semester for one half hour lesson per week, and two credits for a one hour lesson per week. Two credit hours of instruction is generally reserved for music majors declaring voice as major instrument. However, advanced and musically literate singers may enroll in the Vocal Major offering with advance approval of the instructor. Although there is no prerequisite for private instruction, all individuals enrolled are subject to an entrance audition. Prior to private instruction, Class Voice Instruction is highly recommended. Lesson times will be determined by the teacher and student in the first week of class. This appointment time will remain constant throughout the semester,

Course Outline

Week 1 Introduction and basics of technique
Week 2 Foundational Vocalise
Week 3 Study of Technique and Vocalise
Week 4 Introduction of Repertoire
Week 5 Advanced Vocalise
Week 6 Study of Repertoire
Week 7 Special Considerations of Technique
Week 8 Diction and Articulation issues
Week 9 Additional Repertoire
Week 10 Florid Vocalise
Week 11 Study of repertoire
Week 12 Additional repertoire
Week 13 Vocalise and repertoire study
Week 14 Stage Department
Week 15 Preparation for Jury
Week 16 Final Jury

Attendance/ Make-up Policy

Regular attendance at lessons is required. Each unexcused absence will lower your course grade by one letter. Absences will be recorded as excused at the discretion of the teacher. In most cases, an absence will be unexcused unless the teacher is notified in advance and the reason for missing is acceptable to the teacher. Make up lessons will be scheduled at the teacher's discretion. Tardiness to lesson times will accrue as an absence. For example, 50 minutes of time accrued in tardiness = 1 unexcused absence (25 minutes for 1 credit hour lessons). If late for a lesson the student will be given only the time remaining in the lesson, unless the instructor is responsible for the delay. Students missing more than three (3) lesson times will be withdrawn from the course.

Required Textbook(s) and Materials: No textbook required. All music resources will be determined throughout the balance of the semester.

Course Goals and Objectives:

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Be able to demonstrate and discuss productive vocal technique	Classroom and individual study.	Periodic quizzes
2. Be able to demonstrate Vocalise	Classroom and individual study and practice	Quizzes in each class session
3. Be able to perform solo literature	Classroom and individual study and practice	Monitoring in class and quiz
4. Be able to perform on a music jury	Classroom preparation, memorization and rehearsal	Jury performance and examination

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.

5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

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Attendance and promptness to all lessons is extremely important, and expected of students. This includes absences and chronic tardiness.

Absences and general tardiness will be seriously taken into account in the final grading process, and attendance will be accurately taken each week. Grading will be determined by attendance, attitude, demonstration of vocal progress via consistent practice, and demonstration of repertoire and vocalise.

Lesson Attendance:

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Academic Honesty:

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

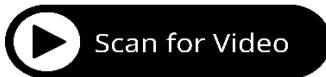
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES

MUEN 1141 11AO
Chorale
Fall Semester, 2026

Instructor: Dr. James Heffel
Meeting Location: 107 Musical Arts Building
Office: Suite 100, Musical Arts Building
Meeting Days: MW
Phone: 903-782-0343
Meeting Times: 11:00 a.m. -12:15 p.m.
Email: jheffel@parisjc.edu
Office Hours:

Course Description: This course provides academic and practical experience in a **vocal ensemble** (such as a Concert Choir or Chorale). Students study, rehearse, and perform a broad range of traditional and contemporary choral literature. The curriculum develops vital technical skills, including **proper breath support, vocal tone production, sight-reading, and intonation** through targeted aural training.

Required Textbook(s) and Materials: All ensemble related musical resources are provided.

Course Goals and Objectives:

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Learn to perform the correct rhythms of the music	In rehearsal study and application	Class participation
2. Learn to perform the correct pitches of the music	In rehearsal study and application	Class participation
3. Learn to perform with dynamic control	In rehearsal study and application	Class participation
4. Increase knowledge of literature for the ensemble	Class discussion	Class discussion and participation
5. Have the ability to perform with other musicians in concert	Performance	Public Performance

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. **Communication & Expression** — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.

2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Course Requirements and Evaluation:

Chorale is the Flagship Choral Ensemble at Paris Junior College. It is our goal to study, rehearse and present classic and contemporary choral literature at the highest level of artistic excellence. This is achieved through diligent, consistent and highly focused rehearsal and study. There are no pre-requisites for this class, and no audition necessary.

Course Outline/Rehearsal/Performance Timeline

- Week 1 Introduction, Building a Sound, Familiarization with Vocalise
- Week 2 Repertoire Rehearsal
- Week 3 Rehearsal of selected repertoire
- Week 4 Rehearsal of selected repertoire
- Week 5 Rehearsal and determination of 1 or 2 sets of repertoire for semester
- Week 6 Rehearsal of repertoire
- Week 7 Final preparations for first performance (as applicable)
- Week 8 First Performance
- Week 9 Rehearsal of 2nd set of repertoire or continuation/expansion of 1st set.
- Week 10 Rehearsal of repertoire
- Week 11 Rehearsal of repertoire
- Week 12 Rehearsal of repertoire
- Week 13 Rehearsal of repertoire
- Week 14 Preparations for final concert(s)
- Week 15 Preparations for final concert(s)
- Week 16 Final Concert

sert subject matter of each lecture or lab activity

Course Policies: *Rehearsal Procedures and Attendance*

Cell phones are prohibited in rehearsal. This includes ringing, vibrating, answering, “text messaging,” checking messages, or any other type of activity involved with cell phone usage. Wait for a rehearsal break to check your cell phone, but remember to turn it off upon re-entering the rehearsal hall. If you are expecting an emergency or critical call during rehearsal time, do not attend rehearsal, if the call is of this type of importance.

Attendance and promptness to all rehearsals is extremely important, and expected of group members. The ensemble is only as strong as its weakest link, and it is discourteous, rude, selfish and unfair to everyone involved to diminish the effectiveness and artistic viability of the group through lack of expertise due to missed rehearsal time. This includes absences and chronic tardiness. If late for a rehearsal in progress, enter the hall and get to your chair as unobtrusively as possible, so as not to disrupt the current activity and break concentration of the group.

Absences and general tardiness will be seriously taken into account in the final grading process (credit). Attendance will be accurately taken at each rehearsal. **If a choir member has missed more than three rehearsals or the equivalent through tardiness (three tardies = one absence), the director may dismiss that member from the group.** As this course is designed as a “lab” format, there are no “make-ups” available for missed rehearsals. In the event that you must miss or be late for a rehearsal, please notify the director **prior** to that rehearsal.
insert faculty procedures for class management

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is Thursday, November 12, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Complaint Procedures:

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Illness Policy:

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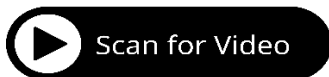
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES

MUSI 1311 10AO
Music Theory I
Fall Semester, 2026

Instructor: Dr. James Heffel
Meeting Location: 107 Musical Arts Building
Office: Suite 100, Musical Arts Building
Meeting Days: TTH
Phone: 903-782-0343
Meeting Times: 11:00 a.m. -12:15 p.m.
Email: jheffel@parisjc.edu
Office Hours: MTWTh 3:30-5:00 p.m.

Course Description: This course covers the analysis and writing of tonal melody and diatonic harmony, focusing on fundamental music concepts, scales, intervals, triads, seventh chords, and early four-part voice leading.

Required Textbook(s) and Materials: Musical Staff Paper and Pencils for Notation and Dictation. Open source materials for reference will be utilized.

Course Goals and Objectives:

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Familiarization of Musical symbols and associated language	Class lecture and in-class practice	Class participation, assigned exercises and individual study.
2. Aural recognition of musical constructs	Class lecture and in-class practice	Class participation, assigned exercises and individual study
3.gain proficiency in musical notation skills/pitch values/rhythms	Class lecture and in-class practice	Class participation, outside practice and study
4.Increase knowledge of literature for analysis of Common Practice Tonal Theory	Class discussion	Class discussion and participation
5Accurate representations of musical examples as developed in dictation exercises	In class practice	Class participation, assigned exercises and individual study

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.

2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
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5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Course Requirements and Evaluation:

This course is the first of a sequence of four. Upon successful completion of the sequence, the Student will command a solid understanding and skills related to the Theory of Western Music in Common Practice. This first semester covers the ‘language’ of music—notation, rhythm, grammar and other fundamental elements of Western Tonal Music.

Course Outline

- Week 1 Introduction of History of Western Tonal Music
- Week 2 Staves, Clefs and note values
- Week 3 Rhythm/Scales
- Week 4 Associated terminology.
- Week 5 Exam/ Listening
- Week 6 Note relationships/Intervals
- Week 7 Introduction to Melodic Elements
- Week 8 Primary Melodic Dictation and Interval work.
- Week 9 Exam/Implications of Harmonic Content.
- Week 10 Exercise/Dictation
- Week 11 Introduction to the Triad
- Week 12 Triads/Implications of Sonority
- Week 13 Exam/Review
- Week 14 Dictation/Practice
- Week 15 Final Review of Material
- Week 16 Final Examination

Course Policies: *Procedures and Attendance*

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Attendance and promptness to all classes is extremely important, and expected of students. This includes absences and chronic tardiness. If late for a class in progress, enter the room and get to your chair as unobtrusively as possible, so as not to disrupt the current activity and break concentration of the group.

Absences and general tardiness will be seriously taken into account in the final grading process, and attendance will be accurately taken at each class session. A series of exams will be administered over the course of the semester. Grading is based upon a percentile of 100-90% A, 90-80% B, 80-70% C 70-60% D, and 60-0% F.

Class Attendance:

Class attendance is critical for the successful completion of this course. Assignments should be completed by the due date provided. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is Thursday, November 12, 2026.

Class Conduct:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

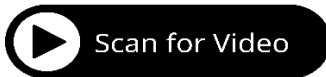
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES

Sociology 1301.10HO) Course Syllabus
Introduction to Sociology
Fall, 2026 Sub-term A

Instructor: Jon Rutherford B.S., M.S.

Meeting Location: Frank Grimes Center, Room 128A

Office: Frank Grimes Center Room A104E

Meeting Days: Mondays and Wednesdays

Meeting Time: 9:30-10:45

Phone: 903 782-0721

Email: jrutherford@parisjc.edu

Office Hours: Monday—7–9:30; 10:45-11;11:30-3:30 Tuesday—7-8; 9:30-11:30. 12-3:30
Wednesday—7-9:30;10:45-11;11:30-3:30 Thursday—7—8; 9:30- 11:30. 12-3:30 Friday—7-
11:30

Illness Policy:

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1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Description:

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

Students who successfully complete this course will receive 3 college credits. Students are required to be 'reading complete', with a minimum score of 351 on the TSI exam.

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the Dragon Now, PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and Pearson via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will NOT need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. You may contact the Business Office at <https://www.parisjc.edu/main/business-office/>

Your required e-textbook and course materials for Sociology 1301.10HO; Society: The Basics (Sixteenth Edition), will be delivered digitally in your Blackboard Ultra course provided by your instructor.

Course Goals and Objectives:

After successful completion of SOCI 1301, the student will exhibit an understanding of sociology through the identification of the sociological perspective, including sociological theories. And, students will possess an understanding of the origins of sociology.

By the end of the course, the student will be able to demonstrate familiarity with sociological views on the following social institutions and processes:

- Culture
- Socialization
- Groups and organizations
- Deviance
- Social stratification and its ramifications
- Sex and gender
- Race and ethnicity
- Economics and politics
- Family and religion
- Education and medicine
- Population and Urbanization
- The environment
- Social change

Course Competencies:

- SOCI 1301 will assist students in the development of the following competencies:
- To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
- To use and critique alternative explanatory systems or theories.
- To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
- To identify and understand differences and commonalities within diverse cultures.
- To analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
- To examine social institutions and processes across a range of historical periods, social structures, and cultures.

Course Requirements and Evaluation:

SOCI 1301.10HO is a hybrid course. A "hybrid" course means that approximately half of the course will be completed in the classroom and the other half of the course is completed online utilizing the Blackboard Learning Management System (Blackboard). The lecture, midterm exam, final exam and the engagement component of the course will be conducted in the classroom while discussions and reading Quizzes will be administered via Blackboard. NOTE: Students cannot complete this course successfully utilizing only Blackboard (online) nor can a student expect to only attend the lecture component and complete this course successfully. Students must complete both components of a hybrid course to be successful.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Students who successfully complete this course should be able to:

1. Define sociology. Discuss the sociological perspective, as well as what is meant by sociological imagination. Discuss the major theories within the field, and develop a basic understanding of how social research is conducted by sociologists.
2. Define culture and discuss its various components.

3. Discuss the socialization process from infancy to old age.
4. Describe the elements of social structure and interaction.
5. Describe the dynamics and characteristics of social groups.
6. Discuss the impact of formal organizations in society as well as the components of modern day bureaucracy; discuss what is meant by the phrase 'McDonaldization of Society.'
7. Define and discuss deviance, the major theories of deviance, and the relative nature of deviance.
8. Understand stratification, and the similarities and differences among the various strata in this country. In addition, understand how sociologists determine social class ranking.
9. Discuss how race/ethnicity and gender impact the lifechances of the individual in society.
10. Discuss the major theorists within the discipline; discuss sociology's emergence in the socio-historical context.
11. Discuss major trends within the modern family; discuss the sociological functions of the family, as well as conflict and interactionist analyses of the family as an institution.
12. Discuss the various stages of family life.
13. Discuss the impact of class, race, and gender on family life.
14. Discuss the various problems and issues associated with the family.
15. Discuss sexuality from a sociological point of view..
16. Discuss how each of the three theoretical orientations in sociology analyze sex and sexuality.
17. Discuss major demographic trends in the United States and abroad.
18. Discuss the process of urbanization, and its impact on cities, suburbia, and rural areas.
19. Discuss urbanism as a way of life, paying particular attention to the scholarly contributions of Ferdinand Tonnies, Emile Durkheim, George Simmel, and Robert Park.

Coursework Required:

Students will be required to complete two major unit exams, a midterm and final, worth 100 points each. In addition, students will be required to complete ten quizzes. Each quiz will contain 10 questions, worth 1 point per question. Last, students will be required to complete ten discussion postings, worth 10 points per discussion.

Grading Policy:

Students' grades will be determined based on the following point scale:

360-400 points—A

320-359 points—B

280-319 points—C

240-279 points—D

Below 240 points—F

Testing Policy:

Students will be required to complete two major unit exams, a midterm and final, worth 100 points each. In addition, students will be required to complete ten quizzes. Each quiz will contain 10 questions, worth 1 point per question. Last, students will be required to complete ten discussion postings, worth 10 points per discussion.

Exam Schedule:

Midterm Exam (Chapters 1,2, 3, 4, and 6) In class on September 16, 2026

Final Exam (Chapters 8, 9, 11, 12 and 14) In class on October 14, 2026

Calculation of grades: The maximum number of points that a student can earn in this course is 400. Students are required to complete 2 major unit exams worth 100 points each (200 possible). Also, students are required to complete 10 substantive postings for the balance of the semester, worth 10 points each (100 possible). Last, students are required to complete 10 chapter quizzes, worth 10 points each (100 possible). See the scale above for a breakdown of grades.

Expectations for Student Conduct**1. Academic Integrity***Honesty and Fairness:*

- Complete all academic work truthfully and submit only your own work.
- Avoid plagiarism, cheating, fabrication, or any form of academic dishonesty. Academic dishonesty is defined in Policy FLB(LOCAL).

Proper Attribution:

- Credit all courses appropriately in written, visual, or digital work and on all academic assignments.

Responsibility:

- Report any suspected violations of academic integrity to the appropriate authorities.
- Obey all classroom rules and instructions from faculty.
- Respectful behavior.

2. Interpersonal Respect

Respect for Others:

- Treat all peers, faculty, and staff with dignity, courtesy, and respect.
- Avoid any form of harassment, bullying, or discriminatory behavior.

Conflict Resolution:

- Address disagreements constructively.
- Seek mediation from faculty or administration when needed.

3. Personal Responsibility and Accountability

Attendance and Participation:

- Attend classes regularly, arrive on time, and participate actively.

Behavior on Campus:

- Follow all campus policies regarding conduct, facilities use, and participation in campus life.
- Exercise expressive activities in accordance with applicable law and PJC policies.

Accountability:

- Accept responsibility for your personal actions and decisions.
- Be open to feedback and willing to make changes when necessary.

4. Professional Conduct

Appropriate Communication:

- Use respectful and professional language in all forms of communication, including emails, social media, and in-person interactions.

Ethical Use of Technology:

- Use campus technology and online platforms responsibly and in accordance with college policies.

Representation:

- Represent yourself and the college with integrity in all public and professional settings.

5. Community Engagement and Safety

Safe Environment:

- Contribute to a campus atmosphere that is safe, welcoming, and free from any form of violence or intimidation.

Substance Use and Health:

- Abide by campus regulations regarding alcohol, drugs, and other substances.
- Prioritize your physical and mental health and seek help when needed.

Gang-Free Zone

College District property and surrounding areas are designated gang-free zones under Texas law. Certain criminal offenses committed within these areas may result in enhanced penalties.

Reporting Concerns:

- If you witness or experience behavior that undermines the community's values, report it to the appropriate authorities.

6. Compliance with Institutional Policies

Adherence to Rules:

- Follow all institutional policies, including those not explicitly covered in this code (e.g., safety protocols, housing regulations, etc.).

Consequences:

- Understand that violations of this code may lead to disciplinary actions, including reprimand, probation, suspension, or expulsion.
- The College may also impose temporary restrictions or interim suspension when necessary to protect safety or maintain order pending completion of the disciplinary process.

Due Process:

- Expect that reports of misconduct will be reviewed thoroughly, fairly, and confidentially.
- Students will be given notice, an opportunity to respond, and access to the appropriate appeal process.

7. **Commitment to Continuous Improvement**

Self-Development:

- Strive for continuous personal and academic growth.
- Engage in opportunities for leadership, community service, and self-improvement.

Feedback and Participation:

- Participate in evaluations and discussions aimed at enhancing campus policies and the overall student experience.

Conclusion

By adhering to PJC's Code of Conduct, students help maintain a vibrant, respectful, and dynamic learning environment. PJC's collective commitment to these principles ensures that everyone can benefit from a supportive and high-achieving academic community.

For questions or clarification about this Code, contact:

Director of Student Life

✉ StudentLife@parisjc.edu

☎ 903-782-0433

Attendance

Attendance will be monitored daily, at the beginning of each class session. You CAN NOT expect to do well in this class without attending class, doing the required homework (mostly the reading assignments), and participating in the various assignments.

Important You are required by Texas Law to log on to this course, and complete the syllabus quiz, by the official reporting day (ORD), August 31, or you will be dropped from the course.

Attendance, in this class, will be reported to a college data base, once a week.

The last day for a student to withdraw from a course with a grade of 'W' is October 1.

Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

Artificial intelligence (AI)

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Online Weekly Schedule

The course is organized into four instructional modules. Each module opens on the date listed below. Chapters, discussions, quizzes, and exams become available when the corresponding module opens. Due dates follow the pacing used in the previous semester and are designed to provide consistent weekly workflow.

Module	Module Title	Chapters	Module Opens	Assignments Due
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Module 1	Sociology, Theory, and Culture	Chapters 1 and 2	August 24	September 2
Module 2	Socialization, Social Interaction, Groups, and Organizations	Chapters 3, 4, and 6	August 24	September 17
Module 3	Deviance, Social Stratification, and Gender Stratification	Chapters 8, 9, and 11	August 24	October 2
Module 4	Race, Ethnicity, Family, and Religion	Chapters 12 and 14	August 24	October 11

Note: The final exam is not comprehensive.

Important Note: Students will be allowed to complete online discussion postings and chapter quizzes AFTER the aforementioned deadlines. HOWEVER, if a student completes work after the due date, five points will automatically be deducted from the student's score. In other words, a student can only receive HALF CREDIT for late work.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

This syllabus is subject to change at any time. In the event of a change, the instructor will notify students in class, and by an email inside of Blackboard.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



NCBI 0004.20E0
Non-Course-Based Remediation in Reading and Writing
Fall 2026 - A Term -2026

Instructor: Mylissa Bailey

Office: SS Center

Phone: 903-885-1232

Email: mbailey@parisjc.edu

Office Hours: M/W 8:00-9:30; 1:30-3:00 T/R 7:30-8:00; 9:30-10:00; 1:30-3:00

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

Non-Course-Based Remediation in Reading and Writing is designed to fast-track students into college courses by allowing them to take those college-level courses with remediation as a co-requisite rather than requiring a full semester of remediation before allowing students to enter a college-level course.

Credits: 1 Credit Hours, 1 Hour of class each week

TSI Requirement: 349 TSI and/or 4 essays

Prerequisite: None

Required Textbook(s) and Materials:

No textbook.

Course Goals and Objectives:

NCBI is designed to assist students by developing the skills needed to complete the associated college-level course. Students, the Instructor of Record in the NCBI, and the instructor in the college-level course will work together to help students gain the skills needed to succeed in college-level work.

Upon successful completion of this course, students will demonstrate the student learning outcomes identified as needed through testing or other evaluation. Not all students will complete all of these learning outcomes. By the very nature of the course, it is understood that students will have the majority of these skills since they are only 2-3 points away from entering a college-level course.

1. Locate explicit textual information, draw complex inferences, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Describe, analyze, and evaluate information within and across a range of texts.
4. Identify and analyze the audience, purpose, and message across a variety of texts.
5. Describe and apply insights gained from reading a variety of texts.
6. Compose a variety of texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer's purpose.
7. Determine and use effective approaches and rhetorical strategies for given writing situations.
8. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
9. Develop and use effective revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Edit writing to conform to the conventions of Standard English.

Course Requirements and Evaluation:

Grades in this course are Pass/Fail. This course is based solely on participation: so long as the student completes the required assignments/check-ins, they will receive a "P" (Pass) at the end of the semester. Students who do not participate will receive an "NP" (Non-Passing).

Students who fail to complete the required number of hours, but who pass the paired college-level course, will also pass the course. The whole idea behind this course is that students will gain the support needed to pass the college-level course.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is *Oct 1st*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

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Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

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Fall 2026 - B Term -2026

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Office: SS Center

Phone: 903-885-1232

Email: mbailey@parisjc.edu

Office Hours: M/W 8:00-9:30; 1:30-3:00 T/R 7:30-8:00; 9:30-10:00; 1:30-3:00

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

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Credits: 1 Credit Hours, 1 Hour of class each week

TSI Requirement: 349 TSI and/or 4 essays

Prerequisite: None

Required Textbook(s) and Materials:

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4. Identify and analyze the audience, purpose, and message across a variety of texts.
5. Describe and apply insights gained from reading a variety of texts.
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Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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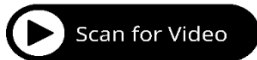
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

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Course Schedule

Week 1

Let's Get Started Discussion Post

Week 2

Brainstorming

Week 3

Thesis Statements

Week 4

Time to Check In

Week 5

Research

Week 6

Last Check In

NCBM 0004.20D0
Non-Course Based Remediation in Mathematics
Fall 2026

Instructor: Robert Talley
Office: MS 111H
Phone: 903.782.0335
Email: rtalley@parisjc.edu
Office Hours:

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Monday	Tuesday	Wednesday	Thursday
7:00-8:00 9:30-11:30	7:00-9:00	7:00-8:00 9:30-11:30	7:00-9:00

Course Description:

The NCBO supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving.

Credits: No credit

TSI Requirement: Students who score within two-three points of entry into a college-level mathematics course are allowed to take the college-level course with the NCBM as a corequisite. Because you are allowed to take this course based on your enrollment in NCBM 0004, if you fail to attend and participate in this course, you are out of compliance with TSI requirements.

Required Textbook(s) and Materials:

N/A

Course Goals and Objectives:

Upon successful completion of this course, students will complete the student learning outcomes determined to be needed by testing or other evaluation. Not all students will complete all of these learning outcomes. By the very nature of the course, it is understood that students will have the majority of these skills since they are only 1 point away from entering a college-level mathematics course.

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1. Define, represent, and perform operations on real and complex numbers.
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3. Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate absolute value, polynomial, radical, and rational expressions.
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5. Identify and solve absolute value and linear inequalities.
6. Model, interpret and justify mathematical ideas and concepts using multiple representations.
7. Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines.

Course Requirements and Evaluation:

Grades in this course are Pass/Fail. Students are required to complete 4 hours of instruction in order to pass the course. This instruction must be documented by your correspondence via email or phone during week 1, 5, 9, and 13. The NCBO will end in the 14th week of the regular spring and fall semesters and the 6th week in the 8 week terms, and it may be repeated once if needed. **You are required to converse with your NCBM instructor once a week throughout the duration of the semester. *** You will be dropped from this lab class AND your math class after your fourth instance of noncommunication*****

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Class Attendance:

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Class Conduct:

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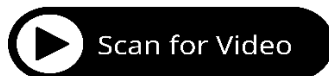
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NCBM 0004.20D1
Non-Course Based Remediation in Mathematics
Fall 2026

Instructor: Nicole Lorraine
Office: MS 111H
Phone: 903.782.0335
Email: rtalley@parisjc.edu
Office Hours:

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Monday	Tuesday	Wednesday	Thursday	Friday
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Credits: No credit

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Required Textbook(s) and Materials:

N/A

Course Goals and Objectives:

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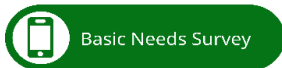
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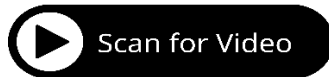
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NCBM 0116.20D0
Non-Course Based Remediation in Mathematics
Fall 2026

Instructor: Robert Talley
Office: MS 111H
Phone: 903.782.0335
Email: rtalley@parisjc.edu
Office Hours:

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Monday	Tuesday	Wednesday	Thursday
7:00-8:00 9:30-11:30	7:00-9:00	7:00-8:00 9:30-11:30	7:00-9:00

Course Description:

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Credits: No credit

TSI Requirement: Students who score within two-three points of entry into a college-level mathematics course are allowed to take the college-level course with the NCBM as a corequisite. Because you are allowed to take this course based on your enrollment in NCBM 0116, if you fail to attend and participate in this course, you are out of compliance with TSI requirements.

Required Textbook(s) and Materials:

N/A

Course Goals and Objectives:

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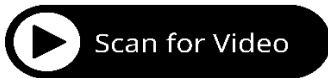
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NCBM 0116.20D1
Non-Course Based Remediation in Mathematics
Fall 2026

Instructor: Nicole Lorraine
Office: Greenville 204
Phone: 903.457.8711
Email: nlorraine@parisjc.edu
Office Hours:

Meeting Location: Online
Meeting Days: Online
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Course Goals and Objectives:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Math Department Artificial Intelligence (AI) Policy

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework, but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test; therefore, cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

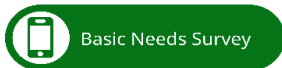
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

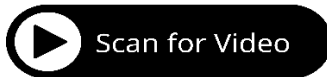
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Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule:

Students may complete their work on the computer using My Math Lab or getting tutoring from the tutors in math lab, their instructor, or the instructor of record in this course. The instructor of record, additional instructors as available, and tutors will assist students as needed. Students may meet with the instructor of this course to complete test reviews or other homework or to ask questions not answered in the classroom. Please refer to the schedule found in the syllabus for your for-credit class.

Be sure to check your email on a weekly basis. I will email you on Monday of each week to inquire about your progress in your for-credit math course.

NCBM 0116.40A0
Non-Course Based Remediation in Mathematics
Fall 2026

Instructor: Nicole Lorraine
Office: Greenville 204
Phone: 903.457.8711
Email: nlorraine@parisjc.edu
Office Hours:

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:30	8:00 - 9:30	8:00 - 9:30	8:00 - 9:30	
12:15 – 1:15	12:15 – 1:15	12:15 – 1:15	12:15 – 1:15	

Course Description:

The NCBO supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving.

Credits: No credit

TSI Requirement: Students who score within two-three points of entry into a college-level mathematics course are allowed to take the college-level course with the NCBM as a corequisite. Because you are allowed to take this course based on your enrollment in NCBM 0116, if you fail to attend and participate in this course, you are out of compliance with TSI requirements.

Required Textbook(s) and Materials:

N/A

Course Goals and Objectives:

Upon successful completion of this course, students will complete the student learning outcomes determined to be needed by testing or other evaluation. Not all students will complete all of these learning outcomes. By the very nature of the course, it is understood that students will have the majority of these skills since they are only 2 points away from entering a college-level mathematics course.

Upon successful completion of this course, students will:

1. Define, represent, and perform operations on real and complex numbers.
2. Recognize, understand, and analyze features of a function.
3. Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate absolute value, polynomial, radical, and rational expressions.
4. Identify and solve absolute value, polynomial, radical, and rational equations.
5. Identify and solve absolute value and linear inequalities.
6. Model, interpret and justify mathematical ideas and concepts using multiple representations.
7. Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines.

Course Requirements and Evaluation:

Grades in this course are Pass/Fail. Students are required to complete 16 hours of instruction in order to pass the course. This instruction must be documented by your weekly correspondence via email or phone. The NCBO will end in the 14th week of the regular spring and fall semesters and the 6th week in the 8 week terms, and it may be repeated once if needed. **You are required to converse with your NCBM instructor once a week throughout the duration of the semester. *** You will be dropped from this lab class AND your math class after your fourth instance of noncommunication*****

Course Policies:

Please email or call me during the first week of class to let me know what for-credit math course you are taking at PJC. Please make sure that you are aware of due dates and are keeping up with your homework in your for-credit math course; please do not wait until the last minute to work on all of the homework assignments. Do not hesitate to email or call me if you need help or assistance in your for-credit math course.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, November 12.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the

classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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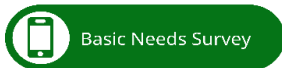
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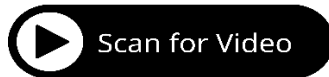
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Be sure to check your email on a weekly basis. I will email you on Monday of each week to inquire about your progress in your for-credit math course.

ENGL 1301 20E2
Composition I
Spring 8-week A – Spring 2026

Instructor: Christopher Nichols
Office: Greenville Center, Room 210
Phone: 903-457-8714
Email: cnichols@parisjc.edu

Meeting Location: Greenville Center, Room 223

Meeting Days: ONLINE

Meeting Times: ONLINE

Office Hours:

Office Hours – M W, 9:30-10:30, 12:30-1:30, Greenville Center, GC 210, SPRING A

Office Hours – T R, 11:00-12:30, 12:30-1:30, Greenville Center, GC 210, SPRING A

Office Hours – M W, 11:00-12:30, 12:30-1:30, Greenville Center, GC 210, SPRING B

Office Hours – T R, 9:30-10:30, 12:30-1:30, Greenville Center, GC 210, SPRING B

Course Description:

ACGM and Catalog Description

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital **eBook accessed through the My Materials link in Blackboard**. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below **by:**

- **Fall Main & Flex 1 Term: 9/11/2026**
- **Flex 2 Term: 10/28/2026**

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives:

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluation:

Grading Breakdown and Related Policies: (explanations of these assignments appear in the section "Major Assignment Types and Brief Descriptions" further in this syllabus)

Miscellaneous Exercises and Short Assignments (M.E.S.A.)	5%	(various)
5 of the Assigned Reading Quizzes	5%	(1% apiece)
ALL 16 LAB Assignments (Pretest, Posttest, 14 Lab Quizzes)	15%	
<u>Narrative Essay</u>	10%	
<u>Cause/Effect Essay</u>	10%	
<u>Comparison/Contrast Essay</u>	10%	
Research Paper Planning		(unlocks Annotated Bib)
<u>Annotated Bibliography for Research Paper</u>	10%	(unlocks Peer
Review)		
Research Paper Peer Review		(unlocks Research Paper)
<u>Research Paper</u>	20%	(unlocks Presentation)
Research Presentation	10%	
Final Exam (Handwritten Essay Exam)	5%	
Total	100%	

Note on above: All items are color coded based on their category in Blackboard. All of the purple assignments fall under the “Major Assignments” category, which includes all major essay assignments and research assignments. The underlined items represent the five items that are used to calculate your weighted Essay Average (Narrative, Cause/Effects, Comparison/Contrast, Annotated Bibliography, Research Paper). If your weighted Essay Average is 80 or higher at the time of the Final Exam Essay’s due date, you will be exempt from the Final Exam Essay and your Essay Average will become your Final Exam Essay grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

ENGL 1301 Labs

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will NOT be reopened under ANY circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours.

Course Policies:

Email Response Time

If an email was sent Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday.

Technical Difficulties

Computer access is available at the following PJC locations. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

- a. Paris
 - 1. The Learning Center
 - 2. AS150
- b. Greenville Center Library
- c. Sulphur Springs Center Library

Basic computer Requirements

- a. As a general rule, a computer manufactured within the last five years is adequate.
- b. In addition to the basic system requirements, some courses may also require flash drive, web cam, common application software such as Word, PowerPoint, Excel, or other specialized software.

Disruptive Behavior

Hopefully, this will never become an issue, but in the case of disruptive behavior in a student, the student will be asked to leave for the initial disruption. Should disruption occur again, the student will be dropped from the course. If you feel a student is being disruptive in a way that has not been made clear to me, the teacher, and inhibits your ability to learn effectively in the classroom, then feel free to email me of such behavioral disruptions at cnichols@parisjc.edu.

Cell Phones

Cell phones can be disruptive. It's important to set priorities in order to succeed. If you have a pressing matter you're currently dealing with, I will be understanding as long as you let me know you need to have your phone available. Otherwise, and especially if it distracts other students, cell phone use will be considered "disruptive behavior" as outlined previously in the syllabus.

Laptops/Tablets

Laptops and tablets can also be disruptive. Whereas cell phones may be disruptive at the individual level, laptops and tablets can often be disruptive for the entire classroom. If other students are using their laptops or tablets for purposes other than that of our English classroom or are utilizing class time to complete assignments rather than taking notes in a way that is distracting to you, feel free to email me of such disruptions at cnichols@parisjc.edu.

Food and Drink

No food or drink will be allowed into class. The only exception is water in a bottle.

Grade Posting Dates

Paris Junior College will post Final Grades as usual this semester, with grades being posted after Final Exam week has been completed. Some instructors post Final Grades during Final Exams week, but I will not post them until the Friday of Final Exam week, with no exceptions. Each instructor will also be responsible for posting Midterm Grades this semester (after Week 8), letting you know how you are doing in the class up to the Midterm point. Not all instructors will be administering a Midterm Exam, however (this class will not), but many instructors will be. In my case, since there is no Midterm Exam in this class, the Midterm Grade will be based on all work submitted up to that point.

Related Statements

As an open door community college, Paris Junior College provides a comprehensive experience meeting the educational and cultural needs of all students and citizens of Paris and the service area. **It is assumed that all students in this class will have received a high school diploma or a GED; therefore, instruction will be at the high school level or above, including both difficulty and maturity.**

Class Attendance:

Class attendance is critical for the successful completion of this course. All instructors at PJC are now required to report class attendance to myPJC on a daily basis, so there will be an institutional record of your absences. These absences may affect various institutional eligibilities. *For online courses, students must complete work in a timely manner and follow due dates.* *Withdrawals must be initiated by the student.* *The last day for a student to withdraw from a course with a grade of "W" is Thursday, February 19th.*

Class Conduct:

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OR Internal Citation on a research assignment technically constitutes plagiarism and will be given an automatic zero until such items are supplied.)

AI (Artificial Intelligence) Policy

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

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COURSE CALENDAR

Complete all assignments according to the due dates listed below. All assignments must be submitted on Blackboard. **Pink items are from the Miscellaneous Exercises and Short Assignments area.** Purple items are major essays and research-related assignments. Green items are the required literary readings from the textbook. The Labs are in Orange to match

up with Blackboard. Red items are Quizzes over the readings/lessons. The Final Exam is Dark Yellow/Goldenrod. DO NOT write about any of the works in light blue. The light blue items will be included in Quizzes & Exams but must not be used at all otherwise.

WEEKLY COURSE CONTENT

WEEK 1 – All Due Sunday, 8/23, by 11:59pm

View LESSON VIDEO 1.1 – Short Intro Video - Review Course and Syllabus, Assign Information Form, Assign Syllabus Quiz, Assign Engl 1301 LABS

Read **RESOURCE 1.1 - Syllabus**

Complete MESA01 – The Syllabus/Intro Video Quiz (worth 2% of Final Grade)

Complete MESA02 – The Information Form Assignment (worth 3% of Final Grade)

Read READING SET 1 – “Reading to Write” (13-28), “Narration” (95-110), “Description” (151-168), “Invention” (29-48), “Arrangement” (49-64), “Drafting and Revising” (65-80), “Editing and Proofreading” (81-94)

View LESSON VIDEO 1.2 – Invention, Arrangement, Narration, Description, Drafting, Revising, Editing, and Proofreading, **ASSIGN ESSAY01 - NARRATIVE ESSAY**

Complete QUIZ01 – Quiz 1 over READING SET 1

Submit LAB01 – Lab Assignment 1 – The Pretest

Submit ESSAY01 – The Narrative Essay

WEEK 2 – All Due Sunday, 8/30, by 11:59pm

Read READING SET 2 – “Cause and Effect” (313-330), “Why Rational People Buy into Conspiracy Theories” (338-343), “Peaceful Woman Explains Why She Carries a Gun” (348-353), “Exemplification” (201-216), “Girl” (251-253), “Process” (257-272), “Classification and Division” (429-436), “The Ways We Lie” (463-472), “Definition” (479-491), “Why Chinese Mothers are Superior” (396-401)

View LESSON VIDEO 2.1 – Discuss Cause/Effect, **ASSIGN ESSAY02 - CAUSE/EFFECT ESSAY**

View LESSON VIDEO 2.2 – Cause/Effect Discussion Continued (A Study of Evil)

View LESSON VIDEO 2.3 – Exemplification, Classification/Division, and Definition

[Complete QUIZ02 – Quiz 2 over **READING SET 2**](#)

[Submit LAB02 – Lab Assignment 2 – Lab Quiz on Responding Critically \(Graded\)](#)

[Submit LAB03 – Lab Assignment 3 – Lab Quiz on Audience \(Graded\)](#)

[Submit LAB04 – Lab Assignment 4 – Lab Quiz on Combining Sentences \(Graded\)](#)

[Submit ESSAY02 – The Cause/Effect Essay](#)

WEEK 3 – All Due Sunday, 9/6, by 11:59pm

[Read READING SET 3](#) – “Comparison and Contrast” (367-386), “How to Spot Fake News” (289-293), “Shooting an Elephant” (132-139), “I’m Your Teacher, Not Your Internet Service Provider” (402-407), “Part Three: Working with Sources” (703-728), “Appendix: MLA”

[View LESSON VIDEO 3.1](#) – [ASSIGN ESSAY03 - COMPARISON AND CONTRAST ESSAY](#), Discuss Comparison/Contrast, read Sample Essay, discuss Searching for News Events, Discuss Reading Critically and Thinking Critically, Reading Articles for Bias

[View LESSON VIDEO 3.2](#) – Plagiarism, MLA, and using the Databases

[View LESSON VIDEO 3.3](#) – Library Presentation on Research Databases

[Complete QUIZ03](#) – Quiz 3 over [READING SET 3](#)

[Complete QUIZ04](#) – Quiz 4 over [READING SET 3](#)

[Submit LAB05](#) – Lab Assignment 5 – Lab Quiz on The Writing Process (Graded)

[Submit LAB06](#) – Lab Assignment 6 – Lab Quiz on Thesis Statement (Graded)

[Submit LAB07](#) – Lab Assignment 7 – Lab Quiz on Topic Sentences (Graded)

[Submit ESSAY03](#) – The Comparison/Contrast Essay

WEEK 4 – All Due Sunday, 9/13, by 11:59pm

[Read READING SET 4](#) – “Argumentation” (519-545), “Casebook: Is Free Speech on Campus in Peril” (600-625), “Combining the Patterns” (659-667), “Ten Ways We Get the Odds Wrong” (242-250), “A Modest Proposal” (706-715), “Part Three: Working with Sources” (703-728), “Appendix: MLA” (753-768)

[View LESSON VIDEO 4.1](#) – [ASSIGN RESEARCH PAPER/PRESENTATIONS](#), Searching for a Research Paper Topic and Articles (basic)

[View LESSON VIDEO 4.2](#) – Logic and Argument (Pathos, Ethos, Logos; Inductive/Deductive Reasoning), and Searching for a Research Paper Topic and Articles (detailed), Using the Research Databases, Submitting Research Paper Planning – Last Steps

[Complete QUIZ05](#) – Quiz 5 over [READING SET 4](#)

[Submit LAB08](#) – Lab Assignment 8 – Lab Quiz on Clause Structure (Graded)

[Submit LAB09](#) – Lab Assignment 9 – Lab Quiz on Sentence Types (Graded)

[Submit LAB10 – Lab Assignment 10 – Lab Quiz on Subject/Verb Agreement \(Graded\)](#)

[Submit RPPLAN – The Research Paper Planning Assignment](#)

WEEK 5 – All Due Sunday, 9/20, by 11:59pm

[View LESSON VIDEO 5.1 – Creating an Annotated Bibliography](#)

[View LESSON VIDEO 5.2 – Discuss Reading Critically and Thinking Critically, Reading Articles for Bias \(may or may not be available...not required if it never appears\)](#)

[Submit LAB11 – Lab Assignment 11 – Lab Quiz on Comma Placement \(Graded\)](#)

[Submit LAB12 – Lab Assignment 12 – Lab Quiz on Capitals \(Graded\)](#)

[Submit LAB13 – Lab Assignment 13 – Lab Quiz on Verbs \(Graded\)](#)

[Submit ESSAY04 – The Annotated Bibliography for the Research Paper](#)

WEEK 6 – All Due Sunday, 9/27, by 11:59pm

View LESSON VIDEO 6.1 – Discussing the Research Paper Rubric and reviewing the merits of the Sample Research Paper

View LESSON VIDEO 6.2 – Discussion of Research Paper Peer Review

[Submit RPPEER – The Research Paper Peer Review](#)

[Submit ESSAY05 – The Research Paper](#)

WEEK 7 – All Due Sunday, 10/4, by 11:59pm

View LESSON VIDEO 7.1 – The Research Presentation

[Submit RPPRES – The Research Presentation](#)

View LESSON VIDEO 8.1 – Grade Calculations

View LESSON VIDEO 8.2 – **Engl 1301 LABS**, Essay Revisions, and Information Literacy (may or may not be available...not required if it never appears)

[Submit LAB14 – Lab Assignment 14 – Lab Quiz on Italics and Quotation Marks \(Graded\)](#)

[Submit LAB15 – Lab Assignment 15 – Lab Quiz on Parallelism \(Graded\)](#)

[Submit LAB16 – Lab Assignment 16 – Final Grammar Quiz](#)

[ALL REVISIONS DUE](#)

WEEK 8 – All Due Thursday, 10/11, by 11:59pm (CLASS OVER THURSDAY NIGHT)

Review Final Exam Review if necessary

Final Exam Essay for those not exempt

(Note: Essay average of 80 exempts from Final Exam in Engl 1301 and Engl 1302)

ENGL 1301 40H0
Composition I
Fall 8-week A – Fall 2026

Instructor: Christopher Nichols
Office: Greenville Center, Room 210
Phone: 903-457-8714
Email: cnichols@parisjc.edu
Office Hours:

Meeting Location: Greenville Center, Room 223
Meeting Days: Monday and Wednesday
Meeting Times: 8:00-9:15

Office Hours – M W, 9:30-10:30, 12:30-1:30, Greenville Center, GC 210, FALL A
Office Hours – T R, 11:00-12:30, 12:30-1:30, Greenville Center, GC 210, FALL A
Office Hours – M W, 11:00-12:30, 12:30-1:30, Greenville Center, GC 210, FALL B
Office Hours – T R, 9:30-10:30, 12:30-1:30, Greenville Center, GC 210, FALL B

Course Description:

ACGM and Catalog Description

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital **eBook accessed through the My Materials link in Blackboard**. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below **by:**

- **Fall Main & Flex 1 Term: 9/11/2026**
- **Flex 2 Term: 10/28/2026**

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

English Program Learning Outcomes:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluation:

Grading Breakdown and Related Policies: (explanations of these assignments appear in the section “Major Assignment Types and Brief Descriptions” further in this syllabus)

Miscellaneous Exercises and Short Assignments (M.E.S.A.)	5%	(various)
5 of the Assigned Reading Quizzes	5%	(1% apiece)
ALL 16 LAB Assignments (Pretest, Posttest, 14 Lab Quizzes)	15%	
Narrative Essay	10%	
Cause/Effect Essay	10%	
Comparison/Contrast Essay	10%	
Research Paper Planning		(unlocks Annotated Bib)

<u>Annotated Bibliography for Research Paper</u>	10%	(unlocks Peer Review)
<u>Research Paper Peer Review</u>		(unlocks Research Paper)
<u>Research Paper</u>	20%	(unlocks Presentation)
<u>Research Presentation</u>	10%	
<u>Final Exam (Handwritten Essay Exam)</u>	5%	
Total	100%	

Note on above: All items are color coded based on their category in Blackboard. All of the purple assignments fall under the “**Major Assignments**” category, which includes all major essay assignments and research assignments. The underlined items represent the five items that are used to calculate your weighted **Essay Average (Narrative, Cause/Effects, Comparison/Contrast, Annotated Bibliography, Research Paper)**. If your weighted Essay Average is 80 or higher at the time of the Final Exam Essay’s due date, you will be exempt from the Final Exam Essay and your Essay Average will become your Final Exam Essay grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

ENGL 1301 Labs

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under **ANY** circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours.

Course Policies:

Email Response Time

If an email was sent Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday.

Technical Difficulties

Computer access is available at the following PJC locations. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

- a. Paris
 1. The Learning Center
 2. AS150
- b. Greenville Center Library
- c. Sulphur Springs Center Library

Basic computer Requirements

- a. As a general rule, a computer manufactured within the last five years is adequate.
- b. In addition to the basic system requirements, some courses may also require flash drive, web cam, common application software such as Word, PowerPoint, Excel, or other specialized software.

Disruptive Behavior

Hopefully, this will never become an issue, but in the case of disruptive behavior in a student, the student will be asked to leave for the initial disruption. Should disruption occur again, the student will be dropped from the course. If you feel a student is being disruptive in a way that has not been made clear to me, the teacher, and inhibits your ability to learn effectively in the classroom, then feel free to email me of such behavioral disruptions at cnichols@parisjc.edu.

Cell Phones

Cell phones can be disruptive. It's important to set priorities in order to succeed. If you have a pressing matter you're currently dealing with, I will be understanding as long as you let me know you need to have your phone available. Otherwise, and especially if it distracts other students, cell phone use will be considered "disruptive behavior" as outlined previously in the syllabus.

Laptops/Tablets

Laptops and tablets can also be disruptive. Whereas cell phones may be disruptive at the individual level, laptops and tablets can often be disruptive for the entire classroom. If other students are using their laptops or tablets for purposes other than that of our English classroom or are utilizing class time to complete assignments rather than taking notes in a way that is distracting to you, feel free to email me of such disruptions at cnichols@parisjc.edu.

Food and Drink

No food or drink will be allowed into class. The only exception is water in a bottle.

Grade Posting Dates

Paris Junior College will post Final Grades as usual this semester, with grades being posted after Final Exam week has been completed. Some instructors post Final Grades during Final Exams week, but I will not post them until the Friday of Final Exam week, with no exceptions. Each instructor will also be responsible for posting Midterm Grades this semester (after Week 8), letting you know how you are doing in the class up to the Midterm point. Not all instructors will be administering a Midterm Exam, however (this class will not), but many instructors will be. In my case, since there is no Midterm Exam in this class, the Midterm Grade will be based on all work submitted up to that point.

Related Statements

As an open door community college, Paris Junior College provides a comprehensive experience meeting the educational and cultural needs of all students and citizens of Paris and the service area. **It is assumed that all students in this class will have received a high school diploma or a GED; therefore, instruction will be at the high school level or above, including both difficulty and maturity.**

Class Attendance:

Class attendance is critical for the successful completion of this course. All instructors at PJC are now required to report class attendance to myPJC on a daily basis, so there will be an institutional record of your absences. These absences may affect various institutional eligibilities. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, October 1st.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college. Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211. In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. By registering and taking this course, the officially enrolled student declares that he/she will be the author for ALL work submitted for the course. Allowing another student to complete assignments constitutes fraud and academic dishonesty. Submitting an assignment already submitted in another course (in whole or in part, even if it was the same course but in a different semester) is not permitted. Cheating on exams is also not permitted. Should such behavior come to the attention of the instructor (whether that student committed an infraction intentionally or unintentionally), the instructor will implement appropriate penalties, such as a 0 for the assignment, an F for the course, or referral to a disciplinary committee. Failure to utilize parenthetical documentation for sources (including borrowing/using information without giving credit to the source) will constitute plagiarism. (Keep in mind; not including a References page OR Internal Citation on a research assignment technically constitutes plagiarism and will be given an automatic zero until such items are supplied.)

AI (Artificial Intelligence) Policy

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by an Announcement on Blackboard that sends an Email.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



COURSE CALENDAR

Complete all assignments according to the due dates listed below. All assignments must be submitted on Blackboard. **Pink items are from the Miscellaneous Exercises and Short Assignments area.** Purple items are major essays and research-related assignments. Green items are the required literary readings from the textbook. The Labs are in Orange to match up with Blackboard. Red items are Quizzes over the readings/lessons. The Final Exam is Dark Yellow/Goldenrod. DO NOT write about any of the works in light blue. The light blue items will be included in Quizzes & Exams but must not be used at all otherwise.

WEEKLY COURSE CONTENT

WEEK 1 – All Due Sunday, 8/23, by 11:59pm

View LESSON VIDEO 1.1 – Short Intro Video - Review Course and Syllabus, [Assign Information Form](#), [Assign Syllabus Quiz](#), [Assign Engl 1301 LABS](#)

Read RESOURCE 1.1 - Syllabus

[Complete MESA01 – The Syllabus/Intro Video Quiz \(worth 2% of Final Grade\)](#)

[Complete MESA02 – The Information Form Assignment \(worth 3% of Final Grade\)](#)

[Read READING SET 1 – “Reading to Write” \(13-28\), “Narration” \(95-110\), “Description” \(151-168\), “Invention” \(29-48\), “Arrangement” \(49-64\), “Drafting and Revising” \(65-80\), “Editing and Proofreading” \(81-94\)](#)

View LESSON VIDEO 1.2 – Invention, Arrangement, Narration, Description, Drafting, Revising, Editing, and Proofreading, [ASSIGN ESSAY01 - NARRATIVE ESSAY](#)

[Complete QUIZ01 – Quiz 1 over READING SET 1](#)

[Submit LAB01 – Lab Assignment 1 – The Pretest](#)

[Submit ESSAY01 – The Narrative Essay](#)

WEEK 2 – All Due Sunday, 8/30, by 11:59pm

[Read READING SET 2 – “Cause and Effect” \(313-330\), “Why Rational People Buy into Conspiracy Theories” \(338-343\), “Peaceful Woman Explains Why She Carries a Gun” \(348-353\), “Exemplification” \(201-216\), “Girl” \(251-253\), “Process” \(257-272\), “Classification and Division” \(429-436\), “The Ways We Lie” \(463-472\), “Definition” \(479-491\), “Why Chinese Mothers are Superior” \(396-401\)](#)

View LESSON VIDEO 2.1 – Discuss Cause/Effect, [ASSIGN ESSAY02 - CAUSE/EFFECT ESSAY](#)

View LESSON VIDEO 2.2 – Cause/Effect Discussion Continued (A Study of Evil)

View LESSON VIDEO 2.3 – Exemplification, Classification/Division, and Definition

[Complete QUIZ02 – Quiz 2 over READING SET 2](#)

[Submit LAB02 – Lab Assignment 2 – Lab Quiz on Responding Critically \(Graded\)](#)

[Submit LAB03 – Lab Assignment 3 – Lab Quiz on Audience \(Graded\)](#)

[Submit LAB04 – Lab Assignment 4 – Lab Quiz on Combining Sentences \(Graded\)](#)

[Submit ESSAY02 – The Cause/Effect Essay](#)

WEEK 3 – All Due Sunday, 9/6, by 11:59pm

[Read READING SET 3](#) – “Comparison and Contrast” (367-386), “How to Spot Fake News” (289-293), “Shooting an Elephant” (132-139), “I’m Your Teacher, Not Your Internet Service Provider” (402-407), “Part Three: Working with Sources” (703-728), “Appendix: MLA”

[View LESSON VIDEO 3.1](#) – [ASSIGN ESSAY03 - COMPARISON AND CONTRAST ESSAY](#), Discuss Comparison/Contrast, read Sample Essay, discuss Searching for News Events, Discuss Reading Critically and Thinking Critically, Reading Articles for Bias

[View LESSON VIDEO 3.2](#) – Plagiarism, MLA, and using the Databases

[View LESSON VIDEO 3.3](#) – Library Presentation on Research Databases

[Complete QUIZ03](#) – Quiz 3 over [READING SET 3](#)

[Complete QUIZ04](#) – Quiz 4 over [READING SET 3](#)

[Submit LAB05](#) – Lab Assignment 5 – Lab Quiz on The Writing Process (Graded)

[Submit LAB06](#) – Lab Assignment 6 – Lab Quiz on Thesis Statement (Graded)

[Submit LAB07](#) – Lab Assignment 7 – Lab Quiz on Topic Sentences (Graded)

[Submit ESSAY03](#) – The Comparison/Contrast Essay

WEEK 4 – All Due Sunday, 9/13, by 11:59pm

[Read READING SET 4](#) – “Argumentation” (519-545), “Casebook: Is Free Speech on Campus in Peril” (600-625), “Combining the Patterns” (659-667), “Ten Ways We Get the Odds Wrong” (242-250), “A Modest Proposal” (706-715), “Part Three: Working with Sources” (703-728), “Appendix: MLA” (753-768)

[View LESSON VIDEO 4.1](#) – [ASSIGN RESEARCH PAPER/PRESENTATIONS](#), Searching for a Research Paper Topic and Articles (basic)

[View LESSON VIDEO 4.2](#) – Logic and Argument (Pathos, Ethos, Logos; Inductive/Deductive Reasoning), and Searching for a Research Paper Topic and Articles (detailed), Using the Research Databases, Submitting Research Paper Planning – Last Steps

[Complete QUIZ05](#) – Quiz 5 over [READING SET 4](#)

[Submit LAB08](#) – Lab Assignment 8 – Lab Quiz on Clause Structure (Graded)

[Submit LAB09](#) – Lab Assignment 9 – Lab Quiz on Sentence Types (Graded)

[Submit LAB10 – Lab Assignment 10 – Lab Quiz on Subject/Verb Agreement \(Graded\)](#)

[Submit RPPLAN – The Research Paper Planning Assignment](#)

WEEK 5 – All Due Sunday, 9/20, by 11:59pm

[View LESSON VIDEO 5.1 – Creating an Annotated Bibliography](#)

[View LESSON VIDEO 5.2 – Discuss Reading Critically and Thinking Critically, Reading Articles for Bias \(may or may not be available...not required if it never appears\)](#)

[Submit LAB11 – Lab Assignment 11 – Lab Quiz on Comma Placement \(Graded\)](#)

[Submit LAB12 – Lab Assignment 12 – Lab Quiz on Capitals \(Graded\)](#)

[Submit LAB13 – Lab Assignment 13 – Lab Quiz on Verbs \(Graded\)](#)

[Submit ESSAY04 – The Annotated Bibliography for the Research Paper](#)

WEEK 6 – All Due Sunday, 9/27, by 11:59pm

View LESSON VIDEO 6.1 – Discussing the Research Paper Rubric and reviewing the merits of the Sample Research Paper

View LESSON VIDEO 6.2 – Discussion of Research Paper Peer Review

[Submit RPPEER – The Research Paper Peer Review](#)

[Submit ESSAY05 – The Research Paper](#)

WEEK 7 – All Due Sunday, 10/4, by 11:59pm

View LESSON VIDEO 7.1 – The Research Presentation

[Submit RPPRES – The Research Presentation](#)

View LESSON VIDEO 8.1 – Grade Calculations

View LESSON VIDEO 8.2 – **Engl 1301 LABS**, Essay Revisions, and Information Literacy (may or may not be available...not required if it never appears)

[Submit LAB14 – Lab Assignment 14 – Lab Quiz on Italics and Quotation Marks \(Graded\)](#)

[Submit LAB15 – Lab Assignment 15 – Lab Quiz on Parallelism \(Graded\)](#)

[Submit LAB16 – Lab Assignment 16 – Final Grammar Quiz](#)

[ALL REVISIONS DUE](#)

WEEK 8 – All Due Thursday, 10/11, by 11:59pm (CLASS OVER THURSDAY NIGHT)

Review Final Exam Review if necessary

Final Exam Essay for those not exempt

(Note: Essay average of 80 exempts from Final Exam in Engl 1301 and Engl 1302)

ENGL 1302 40H0
Composition II
Fall 8-week A – Fall 2026

Instructor: Christopher Nichols
Office: Greenville Center, Room 210
Phone: 903-457-8714
Email: cnichols@parisjc.edu

Meeting Location: Greenville Center, Room 223

Meeting Days: Mondays and Wednesdays

Meeting Times: 8:00am to 9:15am

Office Hours:

Office Hours – M W, 9:30-10:30, 12:30-1:30, Greenville Center, GC 210, FALL A

Office Hours – T R, 11:00-12:30, 12:30-1:30, Greenville Center, GC 210, FALL A

Office Hours – M W, 11:00-12:30, 12:30-1:30, Greenville Center, GC 210, FALL B

Office Hours – T R, 9:30-10:30, 12:30-1:30, Greenville Center, GC 210, FALL B

Course Description:

ACGM and Catalog Description

English 1302 is a continuation of English 1301. Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Three credit hours. Prerequisite(s): ENGL 1301.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital **eBook accessed through the My Materials link in Blackboard**. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below **by:**

- **Fall Main & Flex 1 Term: 9/11/2026**
- **Flex 2 Term: 10/28/2026**

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

English Program Learning Outcomes:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (ENGL 1302 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

Course Requirements and Evaluation:

Grading Breakdown and Related Policies: (explanations of these assignments appear in the section “Major Assignment Types and Brief Descriptions” further in this syllabus)

Miscellaneous Exercises and Short Assignments (M.E.S.A.) 5% (various)
ALL 16 LAB Assignments (Pretest, Posttest, 14 Lab Quizzes) 15%
Quizzes 5%

<u>Evaluation/Synthesis Essay 1 (E/S1) over Fiction</u>	10%
<u>Evaluation/Synthesis Essay 2 (E/S2) over Drama (<i>Antigone</i> only)</u>	10%
<u>Critical Analysis Essay (CA)</u>	10%
Research Argumentation Essay Planning	(unlocks Peer Review)
<u>Evaluation/Synthesis Essay 3 (E/S3) over Poetry</u>	10%
Research Argumentation Essay Peer Review	(unlocks Research Paper)
<u>Research Argumentation Essay (RAE)</u>	20% (unlocks Presentation)
Research Argumentation Essay Presentation	10%
<u>Final Exam (Handwritten Essay Exam)</u>	5%
Total	100%

90-100 = **A**; 80-90 = **B**; 70-80 = **C**; 60-70 = **D**; <60 = **F**

Note on above: All items are color coded based on their category in Blackboard. All of the purple assignments fall under the “Major Assignments” category, which includes all major essay assignments and research assignments. The underlined items represent the five items that are used to calculate your weighted **Essay Average** (Evaluation/Synthesis 1, Evaluation/Synthesis 2, Critical Analysis, Evaluation/Synthesis 3, Research Paper). If your weighted Essay Average is 80 or higher at the time of the Final Exam Essay’s due date, you will be exempt from the Final Exam Essay and your Essay Average will become your Final Exam Essay grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

ENGL 1302 Labs

Online lab assignments are a required component for all ENGL 1302 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under **ANY** circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours.

Assignments and Exercises - Conditions

Blackboard discussion posts must be completed using the default font for Blackboard, or Times New Roman 12-point font. Please do not copy/paste posts into the box in any other fonts. Essays and Research Paper materials must be typed in Times New Roman, 12-point font, with 1-inch page margins, a heading, a title, and page numbers on all but the first page (MLA style). The Evaluation/Synthesis essays must be written in first-person while the other essays must be written in third-person. These must be submitted on Blackboard (<http://parisjc.blackboard.com>) by 11:59pm on the date listed. (Note: Assignments submitted through Blackboard must be typed using a word processing program and uploaded to Blackboard. Students may **NOT** type their paper into the submission box directly.) Late

assignments must also be submitted to Blackboard, so it's best to just become familiar with submitting essays on Blackboard, as intended.

Course Policies:

Email Response Time

If an email was sent Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday.

Technical Difficulties

Computer access is available at the following PJC locations. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

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Class Attendance:

Class attendance is critical for the successful completion of this course. All instructors at PJC are now required to report class attendance to myPJC on a daily basis, so there will be an institutional record of your absences. These absences may affect various institutional eligibilities. Within my course itself, a student will be counted absent if that student is not present for 15 total minutes of a class meeting, regardless of whether it happens at the beginning, during the middle, or at the end of a class meeting. If a student does not arrive at the time at which class is meant to begin, that student will be considered late. Two lates equals an absence. Absences remove students from learning, and success on assignments is almost impossible without the proper knowledge to execute those assignments effectively. Attending increases the likelihood of success. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of "W" is Thursday, October 1st.**

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211. In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. By registering and taking this course, the officially enrolled student declares that he/she will be the author for ALL work submitted for the course. Allowing another student to complete assignments constitutes fraud and academic dishonesty. Submitting an assignment already submitted in another course (in whole or in part, even if it was the same course but in a different semester) is not permitted. Cheating on exams is also not permitted. Should such behavior come to the attention of the instructor (whether that student committed an infraction intentionally or unintentionally), the instructor will implement appropriate penalties, such as a 0 for the assignment, an F for the course, or referral to a disciplinary committee. Failure to utilize parenthetical documentation for sources (including borrowing/using information without giving credit to the source) will constitute plagiarism. (Keep in mind; not including a References page OR Internal Citation on a research assignment technically constitutes plagiarism and will be given an automatic zero until such items are supplied.)

AI (Artificial Intelligence) Policy

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.
<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by an Announcement on Blackboard that sends an Email.

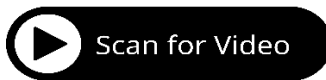
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



COURSE CALENDAR

Complete all assignments according to the due dates listed below. All assignments must be submitted on Blackboard. **MESA assignments are in pink. The Labs are in Orange. Purple indicates major assignments such as the 5 Essay assignments and Research assignments. Green assignments are Readings. Red assignments are Quizzes over the Readings you’ve read and discussed. DO NOT do any assignments over any of the works in blue.** Some works have a **bold URL link** instead of page numbers because you’ll read them online, not in the book. **The Final Exam Essay is in Puke Green/Yellow because it is horrible.**

Content for each Week on Blackboard will be made available by the end of the Monday of that Week (for example, the full folder of lessons and assignments for Week 2 will be available by 11:59pm on the next Monday, perhaps sooner), Topics of Lesson Videos may change and Lesson Videos may end up with a different Titling Scheme (Lesson Video 1.1 instead of Week 1 Class, for example). Class videos may contain different date references than the actual due dates in the course, as they were recorded in prior semester when the dates were different, but designations by Week number (such as “due Week 11”) should remain accurate.

WEEKLY COURSE CONTENT

WEEK 1 – All Due Sunday, 8/23, by 11:59pm

Read the Welcome Note to the Course (or **Watch Welcome Video – Short Intro to the Course**)

Read the Syllabus

~~Watch Lesson Video 1.1 – Extended Introduction to the Course~~

Complete QUIZ01 over Syllabus

~~Watch Lesson Video 1.2 – Introduction to Literature and Evaluation/Synthesis~~

Complete MESA01 – Information Form Assignment (worth 3% of final grade)

Submit LAB01 – LABS ASSIGNMENT – Pre-test

READ FICTION SET 1: Faulkner’s “A Rose for Emily” (445-452), Gilman’s “The Yellow Wallpaper” (211-224), “Barn Burning” (<https://shorturl.at/bABX6>)

READ FICTION SET 2: O’Connor’s “A Good Man is Hard to Find” (738-750), Ellison’s “Battle Royal” (886-897), O’Connor’s “Good Country People” (<https://bit.ly/2P8YzST>)

WEEK 2 – All Due Sunday, 8/30, by 11:59pm

~~Watch Lesson Video 2.1 over Fiction Set 1~~

Complete QUIZ02 over Fiction Set 1

~~Watch Lesson Video 2.2 over Fiction Set 2~~

Complete QUIZ03 over Fiction Set 2

Submit LAB02 – LABS ASSIGNMENT – Graded Quiz on Plagiarism and Documentation

Submit LAB03 – LABS ASSIGNMENT – Graded Quiz on Academic Writing

Submit LAB04 – LABS ASSIGNMENT – Graded Quiz on Essay Organization

READ FICTION SET 3: Le Guin’s “The Ones Who Walk Away from Omelas” (<https://www.jstor.org/stable/20719019>), Carver’s “What We Talk About When We Talk About Love” (<https://tinyurl.com/5anp3km5>), Liu’s “Paper Menagerie” (<https://tinyurl.com/5n8yb23v>)

Submit ESSAY01 – EVALUATION/SYNTHESIS ESSAY 1 (over an **assigned** Short Story from Fiction Set 1, 2, or 3, but **not *Antigone***)

WEEK 3 – All Due Sunday, 9/6, by 11:59pm

~~Watch Lesson Video 3.1 over Fiction Set 3~~

[Complete QUIZ04 over Fiction Set 3](#)

[READ DRAMA: Sophocles' *Antigone* \(381-413\)](#)

~~Watch Lesson Video 3.2 over Drama—Antigone part 1~~

~~Watch Lesson Video 3.3 over Drama—Antigone part 2~~

[Complete QUIZ05 over Drama \(Sophocles' *Antigone*\)](#)

[Submit LAB05 – LABS ASSIGNMENT – Graded Quiz on Thesis](#)

[Submit LAB06 – LABS ASSIGNMENT – Graded Quiz on Evaluating Sources](#)

[Submit LAB07 – LABS ASSIGNMENT – Graded Quiz on MLA Format](#)

[READ POETRY SET 1: Housman's "When I was One and Twenty" \(\[bit.ly/2wZOyO4\]\(https://bit.ly/2wZOyO4\)\),
Hayden's "Those Winter Sundays" \(335\), Roethke's "My Papa's Waltz" \(336\), Marvell's
"To His Coy Mistress" \(<https://bit.ly/3m6yShY>\), Owens' "Dulce et Decorum Est" \(250-
251\)](#)

[READ POETRY SET 2: Blake's "The Chimney Sweeper" \(706-707\), Cullen's "Incident"
\(<https://tinyurl.com/mdphwns2>\), Hughes' "Open Letter to the South" \(721-724\), Hughes'
"Harlem" \(726\)](#)

[Submit ESSAY02 – EVALUATION/SYNTHESIS ESSAY 2 \(MUST be over *Antigone*\)](#)

WEEK 4 – All Due Sunday, 9/13, by 11:59pm

~~Watch Lesson Video 4.1 over Poetry Set 1~~

[Complete QUIZ06 over Poetry Set 1](#)

~~Watch Lesson Video 4.2 over Poetry Set 2~~

[Complete QUIZ07 over Poetry Set 2](#)

[Submit LAB08 – LABS ASSIGNMENT – Graded Quiz on MLA Documentation](#)

[Submit LAB09 – LABS ASSIGNMENT – Graded Quiz on Library Access](#)

[Submit LAB10 – LABS ASSIGNMENT – Graded Quiz on the Outline](#)

~~Watch Lesson Video 4.3 over Critical Analysis Essay~~

~~Watch Lesson Video 4.4 (optional) Overly Detailed Explanation of Critical Analysis Essay~~

READ POETRY SET 3: Dickinson: "Some keep the Sabbath going to Church"

(bit.ly/2gQ9ZaB), ~~"Faith' is a Fine Invention"~~ (bit.ly/2w5pK51), "Much Madness is
Divinest Sense" (531), "I dwell in Possibility" (bit.ly/2h2NheU), "The Soul selects her
own Society" (bit.ly/1PhLX3u), "Tell all the Truth but tell it slant" (531).

READ POETRY SET 4: Frost: "Road Not Taken" (876-878), "Mowing" (bit.ly/2NgIHrW),
"Stopping by Woods on a Snowy Evening" (91), "Mending Wall" (61-62), "After Apple-
Picking" (bit.ly/2fV6Jtn), "Birches" (bit.ly/2P14SCU)

Submit ESSAY03 – CRITICAL ANALYSIS ESSAY (no *Antigone*)

WEEK 5 – All Due Sunday, 9/20, by 11:59pm

~~Watch Lesson Video 5.1 over Poetry Set 3 – Dickinson~~

~~Complete QUIZ08 over Poetry Set 3 – Dickinson~~

~~Watch Lesson Video 5.2 over Poetry Set 4 – Frost~~

~~Complete QUIZ09 over Poetry Set 4 – Frost~~

~~Submit LAB11 – LABS ASSIGNMENT – Graded Quiz on Sentence Structure~~

~~Submit LAB12 – LABS ASSIGNMENT – Graded Quiz on Transitions~~

~~Submit LAB13 – LABS ASSIGNMENT – Graded Quiz on Parallelism~~

~~READ POETRY SET 5: Eliot’s “Love Song of J. Alfred Prufrock” (bit.ly/3mhyi1c)~~

~~Submit ESSAY04 – EVALUATION/SYNTHESIS ESSAY 3 (over one **assigned** poem from Poetry Set 1, 2, 3, 4, or 5)~~

~~Watch Lesson Video 5.3 over all aspects of the Research Paper Assignment~~

~~Submit RPPLAN – RESEARCH PAPER PLANNING (grade of 8 required before being allowed to submit Research Paper)~~

WEEK 6 – All Due Sunday, 9/27, by 11:59pm

~~Watch Lesson Video 6.1 over Poetry Set 5~~

~~Complete QUIZ10 due over Poetry Set 5~~

~~Submit LAB14 – LABS ASSIGNMENT – Graded Quiz on Paragraph Unity and Cohesion~~

~~Submit LAB15 – LABS ASSIGNMENT – Graded Quiz on Editing~~

~~Watch Lesson Video 6.2 over the Research Paper Peer Review~~

~~Watch Lesson Video 6.3 over the Research Paper Rubric~~

~~Submit RPPEER – RESEARCH PAPER PEER REVIEW~~

~~Submit ESSAY05 – RESEARCH ARGUMENTATION ESSAY (worth 20%)~~

WEEK 7 – All Due Sunday, 10/4, by 11:59pm

~~Watch Lesson Video 7.1 over the Research Presentation Assignment~~

[Submit LAB16 – LABS ASSIGNMENT – Posttest](#)

[Submit RPPRES – RESEARCH PRESENTATION](#)

[Submit ALL FINAL PAPER REVISIONS](#)

[Complete MESA02 – END OF COURSE OPINION POST 1](#)

[Complete MESA03 – END OF COURSE OPINION POST 2](#)

WEEK 8 – All Due Thursday, 10/11, by 11:59pm (CLASS OVER THURSDAY NIGHT)

Submit Final Revisions by Tuesday

Finish [RESEARCH PRESENTATION](#) if 2 Questions/2 Answers aren't complete (by Tuesday)

Submit FINAL EXAM ESSAY (if not exempt from Final Exam)

(Note: Essay average of 80 exempts from Final Exam in Engl 1301 and Engl 1302)

IRWS 0301 40H0
Integrated Reading and Writing
Fall 8-week A – Fall 2026

Instructor: Christopher Nichols
Office: Greenville Center, Room 210
Phone: 903-457-8714
Email: cnichols@parisjc.edu
Office Hours:

Meeting Location: Greenville Center, Room 223
Meeting Days: Mondays and Wednesdays
Meeting Times: 11:00am to 12:15pm

Office Hours – M W, 9:30-10:30, 12:30-1:30, Greenville Center, GC 210, FALL A
Office Hours – T R, 11:00-12:30, 12:30-1:30, Greenville Center, GC 210, FALL A
Office Hours – M W, 11:00-12:30, 12:30-1:30, Greenville Center, GC 210, FALL B
Office Hours – T R, 9:30-10:30, 12:30-1:30, Greenville Center, GC 210, FALL B

Course Description:

ACGM and Catalog Description

Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and/or writing.

Students are placed into the course by test scores. The course may not be used to fulfill degree requirements

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital **eBook accessed through the My Materials link in Blackboard**. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below **by**:

- **Fall Main & Flex 1 Term: 9/11/2026**
- **Flex 2 Term: 10/28/2026**

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives:

English Program Learning Outcomes:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Student Learning Outcomes (IRWS 0302 Course-Level):

Upon successful completion of this course, students will:

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of standard English in reading and writing.

Course Requirements and Evaluation:

Grading Breakdown and Related Policies: (explanations of these assignments appear in the section "Major Assignment Types and Brief Descriptions" further in this syllabus)

Information Form, Syllabus Quiz, and Introduction Post	10% (5%, 3%, 2%)
Modules	80%
Final Exam	10%
Total	100%

90-100 = **A**; 80-90 = **B**; 70-80 = **C**; 60-70 = **D**; <60 = **F**

Note on above: All items are color coded based on their category in Blackboard. I tried to make the colors different enough in categories that are far different than their counterparts in Engl 1301 but similar where there are similarities. I didn't feel the need to make you do a completely different Information Form because the information would likely be the same, but I did want a different Syllabus Quiz because of the different requirements. I made the Outline/Planning assignments associated with your Engl 1301 essays to be blue so as not to get confused with the purple of the actual assignments in the other syllabus. The yellow is used for the Q&A Forum Posts because the only other time I use yellow as a color in my classes is in Engl 1302, where it basically works like weekly forum posts as you'll have here.

Assignments and Exercises - Conditions

In-class assignments and exercises should be double-spaced on standard notebook paper with either blue or black ink and will be submitted during class time. Essays and Research Paper materials must be typed in Times New Roman, 12-point font, with 1-inch page margins,

with a page heading and page numbers on all but the first page (APA or MLA style). The Narrative Essay is written in 1st person POV, but all others must be written in 3rd person POV. All essays must be submitted on Blackboard (<http://parisjc.blackboard.com>) by 11:59pm on the date listed. Emailed nor printed assignments will be accepted. (Note: Assignments submitted through Blackboard must be typed using a word processing program such as Microsoft Word or Google Docs and be uploaded to Blackboard. Students may NOT type their paper into the submission box directly.)

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will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college. Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211. In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. By registering and taking this course, the officially enrolled student declares that he/she will be the author for ALL work submitted for the course. Allowing another student to complete assignments constitutes fraud and academic dishonesty. Submitting an assignment already submitted in another course (in whole or in part, even if it was the same course but in a different semester) is not permitted. Cheating on exams is also not permitted. Should such behavior come to the attention of the instructor (whether that student committed an infraction intentionally or unintentionally), the instructor will implement appropriate penalties, such as a 0 for the assignment, an F for the course, or referral to a disciplinary committee. Failure to utilize parenthetical documentation for sources (including borrowing/using information without giving credit to the source) will constitute plagiarism. (Keep in mind; not including a References page OR Internal Citation on a research assignment technically constitutes plagiarism and will be given an automatic zero until such items are supplied.)

AI (Artificial Intelligence) Policy

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

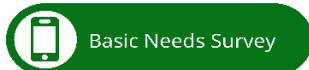
1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by an Announcement on Blackboard that sends an Email.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Assignments listed must be completed BEFORE the class day on which they appear. (For example, Week 1 Day 2 says to do reading from the book. This means you must do that reading BEFORE class on Week 1 Day 2). **Items in Pink are the Syllabus Quiz and Intro Post assignments.** **Items in Yellow are Q&A assignments.** **Items in Blue are Writing Assignments.**

Discussions/Lessons will generally be reactive to the content in the Engl 1301 class and will explore information to assist in the completion of and success on those assignments.

However, keep in mind that this course's entire purpose is to aid in the completion of your Engl 1301 course; the lesson content for all class days can change at a moment's notice in IRWS 0302 depending on the needs of the students. So, the content of each class day is unlikely to match up perfectly with what is currently listed, and will often have a significant portion of the class time dedicated to answer questions from the Q&A assignments allowed.

WEEKLY COURSE CONTENT

Week 1: Introduction and Brief Reading, Writing, and Grammar

Week 2: Reading, Writing, Grammar

Week 3: Reading, Writing, Grammar

Week 4: Reading, Writing, Grammar

Week 5: Reading, Writing, Grammar

Week 6: Reading, Writing, Grammar

Week 7: Reading, Writing, Grammar

Week 8: Final Exam

IRWS 0302 40H0
Integrated Reading and Writing
Fall 8-week A – Fall 2026

Instructor: Christopher Nichols
Office: Greenville Center, Room 210
Phone: 903-457-8714
Email: cnichols@parisjc.edu
Office Hours:

Meeting Location: Greenville Center, Room 223
Meeting Days: Mondays and Wednesdays
Meeting Times: 11:00am to 12:15pm

Office Hours – M W, 9:30-10:30, 12:30-1:30, Greenville Center, GC 210, FALL A
Office Hours – T R, 11:00-12:30, 12:30-1:30, Greenville Center, GC 210, FALL A
Office Hours – M W, 11:00-12:30, 12:30-1:30, Greenville Center, GC 210, FALL B
Office Hours – T R, 9:30-10:30, 12:30-1:30, Greenville Center, GC 210, FALL B

Course Description:

ACGM and Catalog Description

Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and/or writing.

Students are placed into the course by test scores. The course may not be used to fulfill degree requirements

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital **eBook accessed through the My Materials link in Blackboard**. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below **by**:

- **Fall Main & Flex 1 Term: 9/11/2026**
- **Flex 2 Term: 10/28/2026**

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

English Program Learning Outcomes:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Student Learning Outcomes (IRWS 0302 Course-Level):

Upon successful completion of this course, students will:

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.

5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of standard English in reading and writing.

Course Requirements and Evaluation:

Grading Breakdown and Related Policies: (explanations of these assignments appear in the section "Major Assignment Types and Brief Descriptions" further in this syllabus)

Information Form, Syllabus Quiz, and Introduction Post	10% (5%, 3%, 2%)
Writing Assignments	80% (10% apiece)
Final Exam	10%
Total	100%

90-100 = **A**; 80-90 = **B**; 70-80 = **C**; 60-70 = **D**; <60 = **F**

Note on above: All items are color coded based on their category in Blackboard. I tried to make the colors different enough in categories that are far different than their counterparts in Engl 1301 but similar where there are similarities. I didn't feel the need to make you do a completely different Information Form because the information would likely be the same, but I did want a different Syllabus Quiz because of the different requirements. I made the Outline/Planning assignments associated with your Engl 1301 essays to be blue so as not to get confused with the purple of the actual assignments in the other syllabus. The yellow is used for the Q&A Forum Posts because the only other time I use yellow as a color in my classes is in Engl 1302, where it basically works like weekly forum posts as you'll have here.

Assignments and Exercises - Conditions

In-class assignments and exercises should be double-spaced on standard notebook paper with either blue or black ink and will be submitted during class time. Essays and Research Paper materials must be typed in Times New Roman, 12-point font, with 1-inch page margins, with a page heading and page numbers on all but the first page (APA style). The Narrative Essay is written in 1st person POV, but all others must be written in 3rd person POV. All essays must be submitted on Blackboard (<http://parisjc.blackboard.com>) by 11:59pm on the date listed. Emailed nor printed assignments will be accepted. (Note: Assignments submitted through Blackboard must be typed using a word processing program such as Microsoft Word or Google Docs and be uploaded to Blackboard. Students may NOT type their paper into the submission box directly.)

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:**Email Response Time**

If an email was sent Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday.

Technical Difficulties

Computer access is available at the following PJC locations. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

- a. Paris
 - 1. The Learning Center
 - 2. AS150
- b. Greenville Center Library
- c. Sulphur Springs Center Library

Basic computer Requirements

- a. As a general rule, a computer manufactured within the last five years is adequate.
- b. In addition to the basic system requirements, some courses may also require flash drive, web cam, common application software such as Word, PowerPoint, Excel, or other specialized software.

Disruptive Behavior

Hopefully, this will never become an issue, but in the case of disruptive behavior in a student, the student will be asked to leave for the initial disruption. Should disruption occur again, the student will be dropped from the course. If you feel a student is being disruptive in a way that has not been made clear to me, the teacher, and inhibits your ability to learn effectively in the classroom, then feel free to email me of such behavioral disruptions at cnichols@parisjc.edu.

Cell Phones

Cell phones can be disruptive. It's important to set priorities in order to succeed. If you have a pressing matter you're currently dealing with, I will be understanding as long as you let me know you need to have your phone available. Otherwise, and especially if it distracts other students, cell phone use will be considered "disruptive behavior" as outlined previously in the syllabus.

Laptops/Tablets

Laptops and tablets can also be disruptive. Whereas cell phones may be disruptive at the individual level, laptops and tablets can often be disruptive for the entire classroom. If other students are using their laptops or tablets for purposes other than that of our English

classroom or are utilizing class time to complete assignments rather than taking notes in a way that is distracting to you, feel free to email me of such disruptions at cnichols@parisjc.edu .

Food and Drink

No food or drink will be allowed into class. The only exception is water in a bottle.

Grade Posting Dates

Paris Junior College will post Final Grades as usual this semester, with grades being posted after Final Exam week has been completed. Some instructors post Final Grades during Final Exams week, but I will not post them until the Friday of Final Exam week, with no exceptions. Each instructor will also be responsible for posting Midterm Grades this semester (after Week 8), letting you know how you are doing in the class up to the Midterm point. Not all instructors will be administering a Midterm Exam, however (this class will not), but many instructors will be. In my case, since there is no Midterm Exam in this class, the Midterm Grade will be based on all work submitted up to that point.

Related Statements

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Class Attendance:

Class attendance is critical for the successful completion of this course. All instructors at PJC are now required to report class attendance to myPJC on a daily basis, so there will be an institutional record of your absences. These absences may affect various institutional eligibilities. **For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, October 1st.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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Week 5: Reading, Writing, Grammar
Week 6: Reading, Writing, Grammar
Week 7: Reading, Writing, Grammar
Week 8: Final Exam

NCBI 0004 20E3
Non-Course Based Remediation in Reading and Writing
Fall 8-week A – Fall 2026

Instructor: Chris Nichols
Office: GC 210
Phone: (903) 457-8714
Email: cnichols@parisjc.edu
Office Hours:

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Office Hours – M W, 9:30-10:30, 12:30-1:30, Greenville Center, GC 210, FALL A
Office Hours – T R, 11:00-12:30, 12:30-1:30, Greenville Center, GC 210, FALL A
Office Hours – M W, 11:00-12:30, 12:30-1:30, Greenville Center, GC 210, FALL B
Office Hours – T R, 9:30-10:30, 12:30-1:30, Greenville Center, GC 210, FALL B

Course Description:

Non-Course Based Remediation in Reading and Writing is designed to fast-track students into college courses by allowing them to take those college-level courses with remediation as a co-requisite rather than requiring a full semester of remediation before allowing students to enter a college-level course. Prerequisite: None
Credits: 1 Credit Hours, 1 Hour of class each week
TSI Requirement: 349 TSI and/or 4 essay

Illness Policy

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher). You can return to your normal activities when, for at least 24 hours, both of the following are true: 1. Your symptoms are getting better overall and 2. you have not had a fever (and are not using fever-reducing medication). When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital **eBook accessed through the My Materials link in Blackboard**. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below **by:**

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Course Goals and Objectives:

NCBI is designed to assist students by developing the skills needed to successfully complete the associated college-level course. Students, the Instructor of Record in the NCBI, and the instructor in the college-level course will work together to assist the student in gaining the skills needed to be successful in college-level work.

English Program Learning Outcomes:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.

2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluation:

Grades in this course are Pass/Fail. Students are required to complete 16 hours of instruction with 70% accuracy in order to pass the course.

Course Policies:**Email Response Time**

If an email was sent Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday.

Technical Difficulties

Computer access is available at the following PJC locations. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

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ss@parisjc.edu or 903-782-0211. In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. By registering and taking this course, the officially enrolled student declares that he/she will be the author for ALL work submitted for the course. Allowing another student to complete assignments constitutes fraud and academic dishonesty. Submitting an assignment already submitted in another course (in whole or in part, even if it was the same course but in a different semester) is not permitted. Cheating on exams is also not permitted. Should such behavior come to the attention of the instructor (whether that student committed an infraction intentionally or unintentionally), the instructor will implement appropriate penalties, such as a 0 for the assignment, an F for the course, or referral to a disciplinary committee. Failure to utilize parenthetical documentation for sources (including borrowing/using information without giving credit to the source) will constitute plagiarism. (Keep in mind; not including a References page OR Internal Citation on a research assignment technically constitutes plagiarism and will be given an automatic zero until such items are supplied.)

AI (Artificial Intelligence) Policy

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

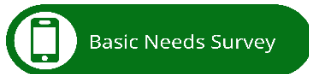
Course Schedule:

All work should be completed by the course deadline, September 30th, which is 4 weeks into the semester. Otherwise, the schedule is variable, depending on the student. All essays must be typed following MLA (12-point font, Arial or Times New Roman), and will not be accepted in any other form. You can reference the Purdue OWL for further assistance in this regard.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by an Announcement on Blackboard that sends an Email.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



*NURA 1260.900
Nurse Aide for Health Care
Clinical Course Fall 2026*

Instructor: Randa Parris, MSN, RN
Office: WTC 1205
Phone: 903-782-0753
Email: rparris@parisjc.edu

Meeting Location: PJC WTC
Class Days: Monday/Wednesday
Meeting Times: 8:00 AM–12:00 PM
Office Hours: Thursday, 7:30 AM–4:00 PM
Please email to schedule an appointment.

Course Description:

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Credits: 3.3.0

Prerequisite(s): none

Required Textbook(s) and Materials:

Mosby's Textbook for Long-Term Care Nursing Assistants, Ninth Edition
ISBN: 9780323877695

IT Support: PJC Help Desk contact email/phone: techsupport@parisjc.edu, 903-782-0496
IT Checklist link: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

Course Sequence/Clinical Eligibility:

NURA 1260 is the clinical component of the Nurse Aide training sequence and follows the NURA 1301 Nurse Aide for Health Care didactic/classroom and skills component. Students must successfully complete all required NURA 1301 coursework and skills competencies before beginning the NURA 1260 clinical experience.

Course Goals and Objectives:

At the completion of the course, the student will be able to discuss basic care of residents in a long-term care facility, communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs, discuss the rights of the residents, discuss safety and preventive measures in the care of residents, and demonstrate skills in observing and reporting, and function effectively as a member of the health care team.

Course Schedule:

Weeks 1-2: The skills lesson #1 correlates with your lecture content from Weeks 1- 2: Chapters 1, 2,3,4,5,6,7,10, & 46,

- Chapter 1: The Nursing Assistant Working in Long-Term Care
- Chapter 2: Resident Rights, Ethics, and Laws
- Chapter 3: Work Ethics
- Chapter 4: Communicating with the Health Team
- Chapter 5: Assisting with the Nursing Process
- Chapter 6: Understanding the Resident
- Chapter 7: Culture and Religion
- Chapter 10: Sexuality
- Chapter 46: Getting a Job-Career Management

Weeks 2-4: The skills lesson #2 correlates with your lecture content from Weeks 2-4: Chapters 11,12,14,15,16,17,24,31,32 and 44. Chapter 11: Safety

- Chapter 12: Preventing Falls
- Chapter 14: Preventing Infection
- Chapter 15: Body Mechanics and Safe Resident Handling, Moving, and Transfers
- Chapter 16: The Resident's Unit
- Chapter 17: Bedmaking
- Chapter 24: Exercise and Activity
- Chapter 31: Wound Care
- Chapter 32: Pressure Injuries
- Chapter 44: Basic Emergency Care

Weeks 4-8: The skills lesson correlates with your lecture content from Weeks 4-8: Chapters 18, 19, 20, 22, 23, 29, 39, and 40; Chapters 13, 27, 30, 42, 45. • Chapter 18: Hygiene

- Chapter 19: Grooming
- Chapter 20: Nutrition and Fluids
- Chapter 22: Urinary Elimination
- Chapter 23: Bowel Elimination
- Chapter 29: Collecting and Testing Specimens
- Chapter 39: Mental Health Problems
- Chapter 40: Confusion and Dementia • Chapter 13: Restraint Alternatives and Safe Restraint Use
- Chapter 27: Measuring Vital Signs
- Chapter 30: Admissions, Transfers, and Discharges
- Chapter 42: Rehabilitation and Restorative Nursing Care
- Chapter 45: End-of-Life Care

Weeks 9-16: NURA 1260 clinical experience, clinical skills practice, make-up clinical as needed, completion of the Nursing Home Training Skills Check-off Form, and preparation for the state competency examination.

Course Requirements and Evaluation:

Successful completion of NURA 1301, including all required coursework, examinations, and skills competencies, is required before beginning NURA 1260 clinical.

Course Schedule/Weekly Lesson Plan (40 hours of clinical experience in a long-term care facility, after the completion of NURA 1301 weekly assignments):

First Day of Class Orientation: Monday, August 24th 08:30 AM-12:00 PM, Room #1208.

Weeks 1–2: Chapters 1, 2, 3, 4, 5, 6, 7, 10, and 46.

Weeks 2–4: Chapters 11, 12, 14, 15, 16, 17, 24, 31, 32, and 44.

Weeks 4–6: Chapters 18, 19, 20, 22, 23, 29, 39, and 40.

Weeks 6–8: Chapters 13, 27, 30, 42, and 45.

Week 8: Final examination.

Weeks 9–16: 40 hours of clinical experience in a long-term care facility, and completion of the Nursing Home Training Skills Check-off Form is due December 11 at 08:30 AM.

Course Requirements and Evaluation:

Student Learning Outcomes: laboratory skills competency and satisfactory clinical performance.

Course Component	Grade/Percentage
Laboratory Skills Competency	Complete/Incomplete
Nursing Home Training Skills Check-off Form	Complete/Incomplete
Required Clinical Hours -40 Hours	Complete/Incomplete
Overall Course Evaluation	Complete/Incomplete

ALL NURA 1260 CLINICAL REQUIREMENTS ARE MANDATORY AND MUST BE SUCCESSFULLY COMPLETED TO RECEIVE CREDIT FOR THE COURSE.

Course Policies:

The certified nurse aide training consists of three sections: 1. Classroom/Skills, 2. Clinical, and 3. State Examination. The student must successfully complete each section before progressing to the next section. The classroom/skills portion must be completed with a minimum numerical grade of 70% before advancing to the clinical experience. Tests #1–6 will account for 70% of the final numerical grade, and the Final Examination will account for 30%. All required quizzes and laboratory skills competencies are graded as Complete/Incomplete and must be completed before progressing to the clinical portion. The Nursing Home Training Skills Check-off Form must also be completed during the clinical portion of the course. Clinical performance must be satisfactory, and all skills must be successfully completed to complete the clinical portion of the course.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is *November 12, 2026*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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Artificial intelligence (AI):

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Complaint Procedures:

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Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic status, financial aid, billing, registration, and campus alerts, will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access.

Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Syllabus Subject to Change:

This syllabus is subject to change as needed. Students will be notified of any changes through an announcement posted in Blackboard for the course in which the changes occur.

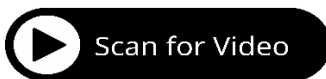
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DATE	TOPIC	READINGS, ASSIGNMENTS, LECTURES, & SKILLS LAB
8/24/26 Class Orientation	Course Orientation & Syllabus review at 08:30 AM-12:00 PM, Room #1208.	First Course Assignment and syllabus quiz due by August 31 st at 11:59 PM.
Weeks 1–2	Introduction to Long-Term Care; Resident Rights; Ethics & Laws; Work Ethics; Communication; Nursing Process; Understanding the Resident; Culture & Religion; Sexuality; Career Management.	Online/hybrid Read: Ch. 1, 2, 3, 4, 5, 6, 7, 10 & 46. Quizzes: Ch. 1, 2, 3, 4, 5, 6, 7, 10 & 46; Test #1
Weeks 2–4	Resident Safety; Fall Prevention; Infection Prevention; Body Mechanics; Safe Resident Handling, Moving & Transfers; Resident Unit; Bedmaking; Exercise & Activity; Wound Care; Pressure Injuries; Emergency Care.	Online/hybrid Read: Ch. 11, 12, 14, 15, 16, 17, 24, 31, 32 & 44. Quizzes: Ch. 11, 12 & 14; Glossary of Terms/ Vocabulary Test; Test #2; Test #3; Clinical Skills Lab, Lesson #1 in person, room 1208.
Weeks 4–6	Personal Hygiene & Grooming; Nutrition & Fluids; Urinary & Bowel Elimination; Exercise & Activity; Specimen Collection; Mental Health; Confusion & Dementia	Online/hybrid Read: Ch. 18, 19, 20, 22, 23, 29, 39 & 40. Quizzes: Ch. 18, 19, 20, 22, 23, 29, 39 & 40; Test #4; Test #5; Clinical Skills Lab, Lesson #2 in person, room 1208.
Weeks 6–8	Restraint Alternatives & Safe Restraint Use; Vital Signs; Admissions, Transfers & Discharges; Rehabilitation & Restorative Care; End-of-Life Care	Online/hybrid Read: Ch. 13, 27, 30, 42 & 45. Quizzes: Ch. 13, 27, 30, 42 & 45; Homework Packet(s) due; Test #6; Clinical Skills Lab, Movie Day-Mental Health; Clinical Skills Lab, Lesson #3 in person, room 1208.
Week 8	Course Review & Final Examination	Final Exam due 10/16/26 by 11:59 PM. All required quizzes, tests, and assignments must be complete before progressing to the clinical portion of the course. Clinical Skills Lab, open for practice.
Weeks 9–16 Clinical 1260	Nurse Aide Clinical Experience. The PJC Nursing Home Training Skills Check-off Form is due December 11 at 8:30 AM.	Clinical begins 10/19/26. Students will complete 40 clinical hours at the assigned clinical site over an 8-week clinical period.

NURA 1301.10A0)
Nurse Aide for Healthcare
Fall 2026)

Instructor: LaTosha N, Ivery

Office: SS Campus

Phone: 903-782-0002

Email: livery@parisjc.edu

Office Hours: email to schedule an appointment

Meeting Location: Paris Campus

Meeting Days: Mondays and Wednesdays

Meeting Times: 8:00am -12:00pm

Course Description:

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social service's needs..

Required Textbook(s) and Materials

Mosbey's Textbook for Long-Term Care Nursing Assistants Ninth Edition

ISBN: 978-0-323-87488-5

Course Goals and Objectives:

At the completion of the course, the student will be able to discuss basic care of residents in a long-term care facility, communicate and interact effectively with residents and their families based on sensitivity to the psychological needs, discuss the rights of the residents, discuss safety and preventive measures in the care of residents, and demonstrate skills in observing and reporting, function effectively as a member of the health care team

Course Requirements and Evaluation:

Homework assignments, quizzes, final exam and lab skills

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

The certified nurse aide training consists of three sections 1. Classroom/skills 2. Clinical 3. State Exam. The student must successfully complete each section to progress to the next section. The classroom/lab experience must be completed with a satisfactory grade of 70 or higher prior to advancing to the clinical experience. The average of the quizzes will be 70% of the final grade and the final exam will be 30%

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be

initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 12, 2026..**

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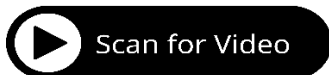
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1		Chapters 1,2,3,4,5
Week 2		Chapters 6,7,10,46
Week 3		Chapters 11,12 14,15,16
Week 4		Chapters 17,24,31,32, and 44
Week5		Chapters 18,20,22,23
Week 6		Chapters 29,39, 40
Week 7		Chapters 13,27,30
Week 8		Chapters 42,45
Week 9		Final Exam and movie "Call me Crazy"
Week 10		Weeks 10 – 16 will be Clinicals
Week 11		at The Heritage House in Paris, Texas
Week 12		You will need to have your name badge
Week 13		Before the first day of clinicals
Week 14		
Week 15		
Week 16		

**NURA 1301.45A0
Nurse Aide For Health Care
Fall 2026**

Instructor: LaTosha N. Ivery

Office: SS Campus

Phone: 903-782-0002

Email: livery@parisjc.edu

Office Hours: email to schedule an appointment

Meeting Location: PJC Greenville

Meeting Days: Tuesdays and Thursdays

Meeting Times: 8:00-9:15am

Course Description:

Knowledge, skills, and abilities essential to provide basic care to residents in a long term care. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the healthcare team, restorative services, mental health and social needs

Required Textbook(s) and Materials:

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Course Goals and Objectives:

At the completion of this course, the student will be able to discuss basic care of residents in a long- term care facility, communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs, discuss the right's of the residents, discuss safety and preventive measures in the care of residents, and demonstrate skills in observing and reporting, and function effectively as a member of the health care team

Course Requirements and Evaluation:

Homework assignments, quizzes, final exam and lab skills

Required Activity:

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Course Policies:

This course consist of classroom lectures and skills in lab

Class Attendance:

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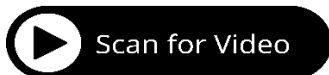
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1	orientation	Chapters 1 and 2
Week 2		Chapters 3,4,5,6,7
Week 3		Chapters 10,46,
Week 4		Chapters 11,12
Week 5		Chapters 14,15
Week 6		Chapters 16,17
Week 7		Chapters 24,31
Week 8		Chapters 32,34
Week 9		Chapters 18,20
Week 10		Chapters 22,23
Week 11		Chapters 29,39
Week 12		Chapters 40,13
Week 13		Chapters 27,30
Week 14		Chapters 42,45
Week 15		Movie "Call Me Crazy"
Week 16		Final Exam

*NURA 1301.660
Nurse Aide for Health Care
Fall 2026*

Instructor: Randa Parris, MSN, RN
Office: WTC 1205
Phone: 903-782-0753
Email: rparris@parisjc.edu

Meeting Location: PJC WTC
Class Days: Monday/Wednesday
Meeting Times: 8:00 AM–12:00 PM
Office Hours: Thursday, 7:30 AM–4:00 PM
Please email to schedule an appointment.

Course Description:

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include residents' rights, communication, safety, observation, reporting, and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social services' needs.

Credits: 3.3.0

Prerequisite(s): none

Required Textbook(s) and Materials:

Mosby's Textbook for Long-Term Care Nursing Assistants, Ninth Edition
ISBN: 9780323877695

IT Support: PJC Help Desk contact email/phone: techsupport@parisjc.edu, 903-782-0496
IT Checklist link: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

Course Goals and Objectives:

At the completion of the course, the student will be able to discuss basic care of residents in a long-term care facility; communicate and interact effectively with residents and their families based on sensitivity to psychosocial needs; discuss the legal rights of residents; provide safety and preventive measures in the care of residents; demonstrate skills in observing and reporting; assist residents in attaining and maintaining maximum functional independence; and function effectively as a member of the health care team.

End of Course Outcomes:

- Discuss basic care of residents/persons in a long-term care facility.
- Communicate and interact effectively with residents/persons and their families based on sensitivity to psychosocial needs.
- Discuss the legal rights of residents/persons.
- Provide safety and preventive measures in the care of residents/persons.
- Demonstrate skills in observing and reporting.
- Assist residents/persons in attaining and maintaining maximum functional independence.
- Function effectively as a member of the health care team.

Course Schedule/Weekly Lesson Plan (60 hours for Face-to Face/Hybrid):

First Day of Class Orientation: Monday, August 24th at 08:30 AM-12:00 PM, Room #1208.

Weeks 1–2: Chapters 1, 2, 3, 4, 5, 6, 7, 10, and 46.

Weeks 2–4: Chapters 11, 12, 14, 15, 16, 17, 24, 31, 32, and 44.

Weeks 4–6: Chapters 18, 19, 20, 22, 23, 29, 39, and 40.

Weeks 6–8: Chapters 13, 27, 30, 42, and 45. Week

8: Final examination.

Weeks 9–16: NURA 1260-40 hours of clinical experience in a long-term care facility, and completion of the Nursing Home Training Skills Check-off Form is due December 11 at 08:30 AM.

Course Requirements and Evaluation:

Student Learning Outcomes: Homework assignments, quizzes, tests, final exam, laboratory skills competency, and satisfactory clinical performance.

Course Component	Grade/Percentage
Tests #1–6	70%
Final Examination	30%
Quizzes	Complete/Incomplete
Laboratory Skills Competency	Complete/Incomplete
Nursing Home Training Skills Check-off Form	Complete/Incomplete
Total Numerical Grade	100%

ALL ABOVE COURSE COMPONENTS ARE MANDATORY AND MUST BE COMPLETED TO RECEIVE A GRADE

Grading Scale

A = 89.5-100

B = 80.5-89.49

C = 74.5-80.49

D = 69.5-74.49

F = 69.49 or below

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on August 31st, before the Official Reporting Day (ORD) on September 9th. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

The certified nurse aide training consists of three sections: 1. Classroom/Skills, 2. Clinical, and 3. State Examination. The student must successfully complete each section before progressing to the next section. The classroom/skills portion must be completed with a minimum numerical grade of 70% before advancing to the clinical experience. Tests #1–6 will account for 70% of the final numerical grade, and the Final Examination will account for 30%. All required quizzes and laboratory skills competencies are graded as Complete/Incomplete and must be completed before progressing to the clinical portion. The Nursing Home Training Skills Check-off Form must also be completed during the clinical portion of the course. Clinical performance must be satisfactory, and all skills must be

successfully completed to complete the clinical portion of the course.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is *November 12, 2026.*

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI):

(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure to verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations

form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic status, financial aid, billing, registration, and campus alerts, will be sent to the student's PJC email account.

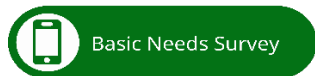
Students are responsible for regularly checking their PJC email and maintaining access.

Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Syllabus Subject to Change:

This syllabus is subject to change as needed. Students will be notified of any changes through an announcement posted in Blackboard for the course in which the changes occur.

PJC Cares about our students! Please help us help you by completing our basic needs assessment by scanning the QR code below:

***Mental health conditions are common and treatable. Suicide is preventable.***

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas

institutions of higher education in partially meeting the legal requirements of 88(R) SB 532, passed in 2023.

If you or someone you know is considering suicide, help is available at 988, and help is available on your campus in PJC's Counseling Center in the Alford Center (counseling@parisjc.edu) and in the community.



DATE	TOPIC	READINGS, ASSIGNMENTS, LECTURES, & SKILLS LAB
8/24/26 Class Orientation	Course Orientation & Syllabus review at 08:30 AM-12:00 PM, Room #1208.	First Course Assignment and syllabus quiz due by August 31 st at 11:59 PM.
Weeks 1–2	Introduction to Long-Term Care; Resident Rights; Ethics & Laws; Work Ethics; Communication; Nursing Process; Understanding the Resident; Culture & Religion; Sexuality; Career Management.	Online/hybrid Read: Ch. 1, 2, 3, 4, 5, 6, 7, 10 & 46. Quizzes: Ch. 1, 2, 3, 4, 5, 6, 7, 10 & 46; Test #1
Weeks 2–4	Resident Safety; Fall Prevention; Infection Prevention; Body Mechanics; Safe Resident Handling, Moving & Transfers; Resident Unit; Bedmaking; Exercise & Activity; Wound Care; Pressure Injuries; Emergency Care.	Online/hybrid Read: Ch. 11, 12, 14, 15, 16, 17, 24, 31, 32 & 44. Quizzes: Ch. 11, 12 & 14; Glossary of Terms/ Vocabulary Test; Test #2; Test #3; Clinical Skills Lab, Lesson #1 in person, room 1208.
Weeks 4–6	Personal Hygiene & Grooming; Nutrition & Fluids; Urinary & Bowel Elimination; Exercise & Activity; Specimen Collection; Mental Health; Confusion & Dementia	Online/hybrid Read: Ch. 18, 19, 20, 22, 23, 29, 39 & 40. Quizzes: Ch. 18, 19, 20, 22, 23, 29, 39 & 40; Test #4; Test #5; Clinical Skills Lab, Lesson #2 in person, room 1208.
Weeks 6–8	Restraint Alternatives & Safe Restraint Use; Vital Signs; Admissions, Transfers & Discharges; Rehabilitation & Restorative Care; End-of-Life Care	Online/hybrid Read: Ch. 13, 27, 30, 42 & 45. Quizzes: Ch. 13, 27, 30, 42 & 45; Homework Packet(s) due; Test #6; Clinical Skills Lab, Movie Day-Mental Health; Clinical Skills Lab, Lesson #3 in person, room 1208.
Week 8	Course Review & Final Examination	Final Exam due 10/16/26 by 11:59 PM. All required quizzes, tests, and assignments must be complete before progressing to the clinical portion of the course. Clinical Skills Lab, open for practice.
Weeks 9–16 Clinical NURA 1260	Nurse Aide Clinical Experience. The PJC Nursing Home Training Skills Check-off Form is due December 11 at 8:30 AM.	Clinical begins 10/19/26. Students will complete 40 clinical hours at the assigned clinical site over an 8-week clinical period.

BIOL 1322
Nutrition
Fall 8-week term 1 -2026-Online

Instructor: Jennifer Hudson

Office: MS 210B

Phone: 782-0319 ex. 1369

Email: jhudson@parisjc.edu

Office Hours: M-8:30-9:30, 10:45-3:00, T&H-7:30-8:00, 10:45-4:00, W-7:30-9:30, 10:45-4:00

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect Smith : Wardlaw's Contemporary Nutrition 26 release(Evergreen) Wardlaw's Contemporary Nutrition. You will be able to access the textbook and learning materials directly through Blackboard Ultra.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation, and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

1. Apply nutritional knowledge to analyze personal dietary intakes, to plan nutritious meals using nationally established criteria to meet recommended goals, and to evaluate food labels and the validity of nutritional claims.
2. Trace the pathways and processes that occur in the body to handle nutrients and alcohol through consumption, digestion, absorption, transport, metabolism, storage and waste excretion.

3. Discuss functions, sources, deficiencies, and toxicities of macro- and micronutrients, including carbohydrates, lipids, proteins, water, vitamins, and minerals.
4. Apply the concept of energy balance and its influences at the physical, emotional, societal, and cellular level to evaluate advantages and disadvantages of various methods used to correct energy imbalances.
5. Utilize concepts of aerobic and anaerobic energy systems, and knowledge about macronutrients, vitamins, minerals, ergogenic, and supplements and relate them to fitness and health.
6. Describe health and disease issues related to nutrition throughout the life cycle, including food safety, corrective dietary modifications, and the influence of specific nutrients on diseases.

Course Requirements and Evaluation:

4 Unit Exams & 1 Comprehensive Final	50% of course grade
Daily work (Smart book, quizzes, other assignments)	50% of course grade
	100%

All daily work will be accepted on the due date. Late work or extensions are not given unless you have a **verifiable and unavoidable** excuse. The last day to drop the course with a grade of W is **October 1**. If circumstances require you to withdraw from this course, you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Required Activity:

All students must complete the syllabus quiz located in the "Start here" section of Blackboard by 11:59 p.m. on August 30. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

All assignments will be available on the first day of class, however due dates will vary. All assignments for the unit will be due by midnight the day of the test for that unit. You are allowed **two attempts on each quiz**. All tests will be proctored online. There are some introduction assignments that you will need to complete before the course work. There is a syllabus quiz that must be completed by August 30. The exams will be open for four days- Monday-Thursday- of the week that they are scheduled for.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the

classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Link to the PJC IT checklist: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

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Complaint Procedures:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

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2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

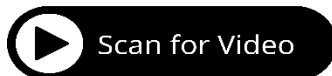
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-25	Ch. 1	Smartbook and quiz
8-27	Ch. 2	Smartbook and quiz
9-1	Ch. 3	Smartbook and quiz
9-3	Test- Unit 1	
9-8	Ch. 4	Smartbook and quiz
9-10	Ch. 5	Smartbook and quiz
9-15	Ch. 6	Smartbook and quiz
9-17	Test Unit 2	
9-22	Ch. 7	Smartbook and quiz
9-24	Ch. 8	Smartbook and quiz
9-29	Ch. 9	Smartbook and quiz
10-1	Test- Unit 3	
10-6	Ch. 10	Smartbook and quiz
10-6	Ch. 11	Smartbook and quiz
10-8	Ch. 11, Ch. 12	Smartbook and quiz
10-14	Test	

Course Number (OSHT 1220-10C0)
Course Title (Energy Industrial Safety)
Fall 2026 - 2nd 8 Week Subterm

Instructor: Bobby Fields
Office: WTC 1111B
Phone: 903-782-0722
Email: bfields@parisjc.edu
Office Hours: See door schedule

Meeting Location: WTC 1111
Meeting Days: Tuesday/Thursday
Meeting Times: 5:00-7:30 PM

Course Description:

An overview for industrial workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 CFR. 1910, 1926 and National Fire Protection Association (NFPA) 70E standards such as confined space entry, emergency action, lock out/tag out, arc flash, and other work related subjects. We will also be including the NC3 Snap-On Hand Tools curriculum and MSSC CPT training. *Credits: SCH = 2 lecture and 4 laboratory hours, No TSI Requirements, No Prerequisite(s).*

Required Textbook(s) and Materials:

OSHA Safety Training Handbook, 9th Edition, 2024, J.J. Keller; ISBN-13: 979-8-88912-481-8

Course Goals and Objectives:

After studying the course materials, students will be able to:

1. Define the mission of OSHA and discuss its role with employees.
2. Define the OSH Act and its history; explain the scope and importance of the General Duty Clause.
3. Identify the purpose and scope of the Inspections, Citations, and Penalties Standard.
4. Discuss the inspection process and types of citations.
5. Identify walking and working surface safety requirements.
6. Detail crane and ladder safety requirements.
7. Discuss fire prevention and control measures.
8. Address heat stress, back safety, eye safety, and ergonomics.
9. Identify and correct occupational noise exposure issues.

10. Define precautions and remedial actions for medical/first aid and bloodborne pathogens.
11. Discuss machine guarding requirements.
12. Identify hazardous materials handling requirements.
13. Identify tools for developing safety and health programs.
14. Define key terms related to lockout/tagout.
15. Define key terms related to confined spaces.
16. Identify prerequisites for welding, cutting, or brazing work.
17. Discuss general electrical safety requirements.

Course Requirements and Evaluation:

There will be online quizzes and practical Skill Assessments for each Module.

Course grade will be computed as follows:

Grading:

25%: Unit Tests and Final
25%: Hands-on Skills
25%: Homework
25%: NC3 Exams

Grading Scale:

90 – 100 is an “A”
80 – 89 is a “B”
70 – 79 is a “C”
60 – 69 is a “D”

Course Policies:

Make up labs will not be scheduled for any module(s) that are over 3 weeks past due. Scheduling of make-up labs are the responsibility of the student. Requests for make-up labs will need to include more than one student if there are others that desire make-ups.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **November 24th.**

Class Conduct:

Please turn off or silence and put away all cell phones, personal electronics, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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Syllabus Subject to Change

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Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic status, financial aid, billing, registration, and campus alerts will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

For computer or log in issues please contact Tech Support at techsupport@parisjc.edu

Illness Policy:

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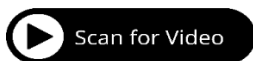
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Course Schedule/Weekly Lesson Plan:

The primary method of instruction will be a self-paced facilitator model. The instructor will serve as a facilitator for the student's learning, thus enabling the student to move at his/her own pace. Computer-based learning modules and practical hands-on lab activities will be incorporated throughout the course. Classroom presentations will be used at the instructor's discretion. Self-Reviews, Skill Activities, Quiz Assessments, and Skill Assessments will be used to evaluate the student's competency.

A recommended schedule with weekly targets is as follows. Although this is a self-paced course and all Objectives and online quizzes can be completed at any time, the weekly hands-on skill activities will be completed in class each week. Make up labs will not be scheduled for any module(s) that are over 3 weeks past due:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
1. Week of 10/19	Introductions, Handouts, Policies & Procedures Introduction to OSHA, Electrical Safety	NC3 Snap-On Hand Tools; Chapter 1; An Introduction to OSHA, Review Questions Chapter 4; Electrical Safety, Review Questions
2. Week of 10/26	Eye Protection, Fall Protection	Chapter 6; Eye Protection, Review Questions Chapter 7; Fall Protection, Review Questions Test 1; Chapters 1, 4, 6-7
3. Week of 11/2	Fire Prevention, First Aid, Bloodborne Pathogens	NC3 Snap-On Hand Tools; Chapter 8; Fire Prevention, Review Questions Chapter 9; First Aid & Bloodborne Pathogens, Review Questions

4. Week of 11/9	Proper PPE	Chapter 10; Foot Protection, Review Questions Chapter 12, Hand Protection, Review Questions Test 2; Chapters 8-10, 12
5. Week of 11/16	Head Protection	NC3 Snap-On Hand Tools; Chapter 13; Hazard Communication, Review Questions Chapter 14; Head Protection, Review Questions
6. Week of 11/23	Hearing/Back Protection	Chapter 15; Hearing Conservation, Review Questions Chapter 16; Lifting and Ergonomics, Review Questions Test 3; Chapters 13-16
7. Week of 11/30	Machine Guarding	NC3 Snap-On Hand Tools; Chapter 17; Lockout/Tagout, Review Questions Chapter 18; Machine Guarding, Review Questions
8. Week of 12/7	Respiratory Safety, Fall Protection FINALS	Chapter 20; Respiratory Protection, Review Questions Chapter 21; Slips, Trips and Falls, Review Questions Final Exam; Chapters 17-18, 20-21

OSHT 1220.40B0
Industrial Safety
Fall 2026 – 2027 Sub Term A

Instructor: Lucas Arnold
Office: A115
Phone: 903-457-8737
Email: larnold@parisjc.edu

Location: Greenville, Workforce Building A113
Meeting Days: T and R
Meeting Times: 10:00am-12:30pm
Office Hours: See Door Schedule

Course Description:

An overview for industrial workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 and National Fire Protection Association (NFPA) 70E standards such as confined space entry, emergency action, lockout/tag out, arc flash, and other work-related subjects.

Credits: 2 SCH

Prerequisite(s): N/A

TSI Requirement: N/A

Required Textbook(s) and Materials:

Online access to NC3, which will be instructor provided.

Textbook: OSHA Safety Training Handbook - ISBN: 979-8-88912-481-8

Course Goals and Objectives:

The goal of this training is to provide students with the knowledge and skills necessary to safely perform material handling and storage activities, recognize and control workplace hazards, and follow applicable industry safety regulations. Topics include an introduction to OSHA, proper use of personal protective equipment (PPE), fall protection, fire prevention, first aid and bloodborne pathogens, hazard communication and SDS, hearing conservation and respiratory protection, lockout/tagout (LOTO) and machine guarding, electrical safety, and workplace violence prevention. Students will also learn safe material handling practices involving ropes, chains, slings, hoisting and conveying equipment, as well as methods for preventing slips, trips, falls, and lifting-related injuries through proper ergonomics. The training will emphasize identifying hazards, establishing appropriate precautions and controls, and applying safe work practices in an industrial environment.

Course Requirements and Evaluation:

There will be online quizzes, a midterm, a final exam, labs, and projects.

Course grade will be computed as follows:

Grading:

25%: Quizzes

25%: Exams

50%: Attendance and Participation

Grading Scale:

90 – 100 is an “A”

80 – 89 is a “B”

70 – 79 is a “C”

60 – 69 is a “D”

Course Policies:

Make up labs will not be scheduled for any chapters that are over 1 week past due. Scheduling of make-up labs are the responsibility of the student.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1st**.

Class Conduct:

No open drinks, cans, bottles, or mugs in the classroom. All drinks must be in a spill proof container. Food will be permitted at the student's desk and not anywhere near mechatronics equipment. – If there is a Lunch break during your course, it is up to the instructor's discretion to change or amend these rules.

Please turn off or silence and put away all cell phones, laptops, tablets, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.

Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
1. Week of 08/24	Introductions, Handouts, Policies & Procedures OSHA, PPE	Intro Pages 1-10 – Intro to OSHA, Pages 55-62 – Eye Protection Pages 101-108 – Foot Protection
2. Week of 08/31	PPE	Pages 119-124 – Hand Protection Pages 144-148 – Head Protection
3. Week of 09/08	Fall Protection and Snap-on Screwdrivers Fire Prevention and Snap-on Screwdrivers	Pages 63-72 – Fall protection Tool ID 1 Pages 73-84 – Fire prevention Tool ID 1
4. Week of 09/14	HAZCOM and Snap- on Screwdrivers Exam, First Aid	Pages 125-140 – Hazard Communication (Hazard Signage and SDS) Tool ID 1 Exam Pages 85-100– First aid and Bloodborne Pathogens Officer Miller – Bloodborne Pathogens, CPR, and Tourniquet
5. Week of 09/21	Midterm	Midterm Comprehensive Exam
6. Week of 09/28	Internal Prevention/protection, LOTO and Safety Controls	Pages 149-158 – Hearing conservation Pages 203-212 – Respiratory protection Pages 173-182 – LOTO Pages 183-192 – Machine Guarding (Hierarchy of controls)
7. Week of 10/05	Electrical Safety and Snap-On Tool ID 2 Materials Handling Equipment and Snap- On Tool ID 2	Pages 31-44 – Electrical Safety Tool ID 2 Pages 193-202 – Materials Handling Equipment Tool ID 2

8. Week of 10/12	Ergo and Snap-On Tool ID 2 Exam FINALs	Pages 213-224 – Slips, Trips, and Falls Pages 159-172 – Lifting and Ergonomics Tool ID 2 Exam Comprehensive Final Exam

OSHT 1220.45A0
Industrial Safety
Fall 2026 –2027 16 Week Term

Instructor: Lucas Arnold
Office: A115
Phone: 903-457-8737
Email: larnold@parisjc.edu

Location: Greenville, Workforce Building A113
Meeting Days: M, T, W, and R
Meeting Times: 8:00am-9:00am
Office Hours: See Door Schedule

Course Description:

An overview for industrial workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 and National Fire Protection Association (NFPA) 70E standards such as confined space entry, emergency action, lockout/tag out, arc flash, and other work-related subjects.

Credits: 2 SCH

Prerequisite(s): N/A

TSI Requirement: N/A

Required Textbook(s) and Materials:

Online access to NC3, which will be instructor provided.

Textbook: OSHA Safety Training Handbook - ISBN: 979-8-88912-481-8

Course Goals and Objectives:

The goal of this training is to provide students with the knowledge and skills necessary to safely perform material handling and storage activities, recognize and control workplace hazards, and follow applicable industry safety regulations. Topics include an introduction to OSHA, proper use of personal protective equipment (PPE), fall protection, fire prevention, first aid and bloodborne pathogens, hazard communication and SDS, hearing conservation and respiratory protection, lockout/tagout (LOTO) and machine guarding, electrical safety, and workplace violence prevention. Students will also learn safe material handling practices involving ropes, chains, slings, hoisting and conveying equipment, as well as methods for preventing slips, trips, falls, and lifting-related injuries through proper ergonomics. The training will emphasize identifying hazards, establishing appropriate precautions and controls, and applying safe work practices in an industrial environment.

Course Requirements and Evaluation:

There will be online quizzes, a midterm, a final exam, labs, and projects.

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Grading Scale:

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Course Policies:

Make up labs will not be scheduled for any chapters that are over 1 week past due. Scheduling of make-up labs are the responsibility of the student.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 12th**.

Class Conduct:

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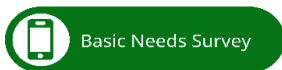
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
1. Week of 08/24	Introductions, Handouts, Policies & Procedures OSHA	Intro Pages 1-10 – Intro to OSHA
2. Week of 08/31	PPE	Pages 55-62 – Eye Protection Pages 1 01-108 – Foot Protection
3. Week of 09/08	PPE Project 1 September 7 Labor Day	Pages 119-124 – Hand Protection Pages 144-148 – Head Protection Project 1 Announcement and Research
4. Week of 09/14	Fall Protection and Snap-on Screwdrivers	Pages 63-72 – Fall protection Tool ID 1
5. Week of 09/21	Fire Prevention and Snap-on Screwdrivers	Pages 73-84 – Fire prevention Tool ID 1
6. Week of 09/28	HAZCOM and Snap-on Screwdrivers Exam	Pages 125-140 – Hazard Communication (Hazard Signage and SDS) Tool ID 1 Exam

7. Week of 10/05	First Aid	Pages 85-100– First aid and Bloodborne Pathogens Officer Miller – Bloodborne Pathogens, CPR, and Tourniquet
8. Week of 10/12	Project 1 Presentation Mid-Term	Project 1 Finalization Project 1 Presentation Mid-term Comprehensive Exam
9. Week of 10/19	Internal Prevention/protection	Pages 149-158 – Hearing conservation Pages 203-212 – Respiratory protection
10. Week of 10/26	LOTO and Safety Controls	Pages 173-182 – LOTO Pages 183-192 – Machine Guarding (Hierarchy of controls)
11. Week of 11/02	Electrical Safety and Snap-On Tool ID 2	Pages 31-44 – Electrical Safety Tool ID 2
12. Week of 11/09	Materials Handling Equipment and Snap-On Tool ID 2	Pages 193-202 – Materials Handling Equipment Tool ID 2
13. Week of 11/16	Ergo and Snap-On Tool ID 2 Exam	Pages 213-224 – Slips, Trips, and Falls Pages 159-172 – Lifting and Ergonomics Tool ID 2 Exam
14. Week of 11/23	Project 2 November 25-27 Thanksgiving Break	Project 2 Announcement and Research
15. Week of 11/30	Violence	Pages 237-242 – Violence in the Workplace
16. Week of 12/07	FINALS	Project 2 Finalization Project 2 Presentation Comprehensive Final Exam

ENGL 1301 60AD
Composition I
Fall 2026

Instructor: Dr. R Partin
Office: PJC – Greenville
Phone: 903.454.9333
Email: rpartin@parisjc.edu
Office Hours: before/after class

Meeting Location: Bland High School
Meeting Days: TR
Meeting Times: 7:45 – 9:00 a.m.

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Credits: 3 credit hours + Department required labs on Blackboard.

TSI Requirement: 341 or better with an essay score of 4 or better.

Prerequisite(s): IRWS 0302 with a grade of C or above or placement by department (based on admission information).

Required Textbook(s) and Materials:

Kirszner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Boston: Bedford/St. Martin's, 2024.

ISBN: 9781319532345

Novel: *The Great Gatsby* or *Fahrenheit 451*

Amazon.com, commercial bookstore, e-books, library

Course Goals and Objectives:

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives:

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. Demonstrate Communication Skills -- to include effective development, interpretation and expression of ideas through written, oral, and visual communication.
3. Demonstrate Team Work -- to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

4. Demonstrate Personal Responsibility – to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program –Level):

1. Students will be able to identify, arrange, and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course – Level):

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Course Requirements and Evaluation:

Week 1 Introduction to course; review of syllabus and expectations for course. Diagnostic essay to be written.

Week 2 Grammar/sentence structure review. (Chapters 1 and 2; begin reading of assigned novel.

Week 3 Paragraphing; topic/thesis sentences; basic punctuation review. Chapter 3; reading of assigned novel.

Week 4 Paragraphing; pre-writing, drafting, revising; Chapters 4—5; reading of assigned novel.

Week 5 Pre-writing, drafting, revising, Chapters 4 – 5; Objective Description, Chapter 7. Reading of assigned novel.

Week 6 Narrative/Subjective Description writing, Ch. 6. Finish reading of assigned novel.

Week 7 Exemplification writing; formal business letter writing. In-class discussion of assigned Novel.

Week 8 Exemplification/Process writing. Written evaluation of novel.

Week 9 Comparison/Contrast writing. Discussion of organization options for essay.

Week 10 Comparison/Contrast Writing. Begin Unit on using research/sources in writing, Chapters 16 and 17.

Week 11 Cause/Effect writing, Ch. 10 Using research/sources in writing. Research paper will use either Cause/Effect or Argumentation as primary mode. Read Ch. 14 on Argumentation.

Week 12 Discuss Chapter 14, Argumentation. Using research/sources in writing, Chapters 16, 17, and 18. Discuss MLA/APA formats for documentation of sources in research paper. Work on research paper.

Week 13 Continue work on documented paper; review proper documentation format for the research paper.

Week 14 Be completing work on documented paper, revise carefully, and check proper format and documentation of sources for information used within the paper. Paper is due end of the Week. Review Chapters 12 and 13 on Definition and Classification for next week.

Week 15. Discussion of Definition and Classification. Work on pre-writing (collection of ideas

to be discussed in final exam essay using classification as mode of development.
Week 16 Final exam using classification as mode of development.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. For face-to-face classes, regular and punctual class attendance is required. Absences are considered to be unauthorized unless due to illness, valid emergencies, or sanctioned school activities. Excessive absences can cause serious consequences for overall grade averages. It is the student's responsibility to check with the instructor when he is absent to find out about work missed and to make arrangements for any make-up assignments to be completed. All work missed for absences must be turned in within one week of the absence. After one week, the work will receive a late grade. If the paper is not received after 2 weeks, a "0" will be recorded for that assignment. Should the student arrive a few minutes after class has begun, he should see the instructor after class to make certain he has not been counted absent. He/she will not be dropped automatically for non-attendance. It is the students' responsibility to check registration bulletins or a college calendar to determine timely withdrawal if that becomes a necessity. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is November 12th this semester.

Class Conduct:

Students should respect the right of their instructor to teach and that of their fellow students to have an environment conducive to learning. Note passing, cell phone texting, and talking while another student or the instructor has "the floor for speaking" will not be tolerated. Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom. All electronic devices (tablets, laptops, smart phones, notebooks) are to be used for class purposes ONLY, not for checking social media, texting, game entertainment, or viewing sports films for upcoming opponents in sports. No obscene/vulgar language will be permitted in the classroom. Mature, responsible, respectful behavior is expected. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Artificial intelligence (AI)

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as Chat GPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

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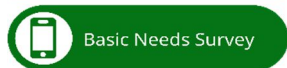
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[illegible]

ENGL 1301 76AO
Composition I
Fall 2026

Instructor: Dr. R Partin
Office: PJC – Greenville
Phone: 903.454.9333
Email: rpartin@parisjc.edu
Office Hours: before/after class

Meeting Location: Lone Oak High School
Meeting Days: TR
Meeting Times: 10:13 – 11:00 a.m.

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Credits: 3 credit hours + Department required labs on Blackboard.

TSI Requirement: 341 or better with an essay score of 4 or better.

Prerequisite(s): IRWS 0302 with a grade of C or above or placement by department (based on admission information).

Required Textbook(s) and Materials:

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ISBN: 9781319532345

Novel: *The Great Gatsby* or *Fahrenheit 451*

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Course Goals and Objectives:

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives:

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. Demonstrate Communication Skills -- to include effective development, interpretation and expression of ideas through written, oral, and visual communication.
3. Demonstrate Team Work -- to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

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Student Learning Outcomes (English Program –Level):

1. Students will be able to identify, arrange, and evaluate the effectiveness of a thesis statement.
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1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
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5. Use Edited American English in academic essays.

Course Requirements and Evaluation:

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Week 5 Pre-writing, drafting, revising, Chapters 4 – 5; Objective Description, Chapter 7. Reading of assigned novel.

Week 6 Narrative/Subjective Description writing, Ch. 6. Finish reading of assigned novel.

Week 7 Exemplification writing; formal business letter writing. In-class discussion of assigned Novel.

Week 8 Exemplification/Process writing. Written evaluation of novel.

Week 9 Comparison/Contrast writing. Discussion of organization options for essay.

Week 10 Comparison/Contrast Writing. Begin Unit on using research/sources in writing, Chapters 16 and 17.

Week 11 Cause/Effect writing, Ch. 10 Using research/sources in writing. Research paper will use either Cause/Effect or Argumentation as primary mode. Read Ch. 14 on Argumentation.

Week 12 Discuss Chapter 14, Argumentation. Using research/sources in writing, Chapters 16, 17, and 18. Discuss MLA/APA formats for documentation of sources in research paper. Work on research paper.

Week 13 Continue work on documented paper; review proper documentation format for the research paper.

Week 14 Be completing work on documented paper, revise carefully, and check proper format and documentation of sources for information used within the paper. Paper is due end of the Week. Review Chapters 12 and 13 on Definition and Classification for next week.

Week 15. Discussion of Definition and Classification. Work on pre-writing (collection of ideas

to be discussed in final exam essay using classification as mode of development.
Week 16 Final exam using classification as mode of development.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. For face-to-face classes, regular and punctual class attendance is required. Absences are considered to be unauthorized unless due to illness, valid emergencies, or sanctioned school activities. Excessive absences can cause serious consequences for overall grade averages. It is the student's responsibility to check with the instructor when he is absent to find out about work missed and to make arrangements for any make-up assignments to be completed. All work missed for absences must be turned in within one week of the absence. After one week, the work will receive a late grade. If the paper is not received after 2 weeks, a "0" will be recorded for that assignment. Should the student arrive a few minutes after class has begun, he should see the instructor after class to make certain he has not been counted absent. He/she will not be dropped automatically for non-attendance. It is the students' responsibility to check registration bulletins or a college calendar to determine timely withdrawal if that becomes a necessity. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is November 12th this semester.

Class Conduct:

Students should respect the right of their instructor to teach and that of their fellow students to have an environment conducive to learning. Note passing, cell phone texting, and talking while another student or the instructor has "the floor for speaking" will not be tolerated. Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom. All electronic devices (tablets, laptops, smart phones, notebooks) are to be used for class purposes ONLY, not for checking social media, texting, game entertainment, or viewing sports films for upcoming opponents in sports. No obscene/vulgar language will be permitted in the classroom. Mature, responsible, respectful behavior is expected. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions

at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI)

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as Chat GPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

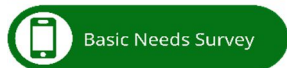
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Students will be notified in class, by email, or Blackboard.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.

[illegible]

PHED: 1304. 20E0
PERSONAL/COMMUNITY HEALTH
FALL 2026 – FLEX A

Instructor: Fernando Arellano

Office: AS 143

Phone: (903) 782-0398

Email: farellano@parisjc.edu

Office Hours: Monday-Thursday 8:00 AM -12:00 PM

Meeting Location: ONLINE

Meeting Days: ONLINE

Meeting Times: ONLINE

Course Description:

This course introduces the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles and enhance individual well-being.

Credits: 3 Hours

Required Textbook(s) and Materials:

Core Concepts in Health – 18th Edition – ISBN10: 1264427921 | ISBN13: 9781264427925

Course Goals and Objectives:

Upon successful completion of this course, students will be able to:

- Evaluate the dimensions of health and how they relate to personal and/or community wellness
- Explain the importance of nutrition, a healthy lifestyle and staying physically active in preventing premature disease and promoting wellness
- Describe the leading health problems, trends and needs of diverse populations
- Find major agencies, foundations and associating supporting health at local, state, national and international levels as well as data tools and resources
- Evaluate sources of health information, including the internet to determine reliability
- Develop and implement a plan of healthy behavior to meet personal and community needs to enhance the quality of life

Course Requirements and Evaluation:

16 Chapter Quizzes @ 20 pts. Each = 320 Points

5 Discussion Board Assignments @ 60 pts. Each = 300 Points

5 Unit Exams @ 100 pts. Each = 500 Points

Total = 1120 Possible Points

Grading Scale:

990-1120 = A

880-989 = B

770-879 = C

660-769 = D

Below 660 = F

Required Activity:

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Course Policies:

N/A

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work on time and follow due dates.* Withdrawals must be started by the student. The last day for a student to withdraw from a course with a grade of **"W" is October 1st, 2026.**

Class Conduct:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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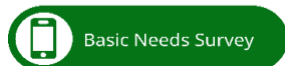
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Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

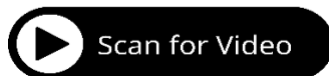
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

Each student will be asked to complete the assignments in all five units of the course. Each chapter needs to be read, completing the chapter quiz, discussion board assignment and the unit exam for each lesson will be required. Each quiz and discussion board assignment will be opened for the entirety of the semester. Students will be required to post a thread with their answer to the discussion board question for each unit. **Time parameters will be placed around each unit exam, giving you one week to complete each exam.** Students are accountable for completing the assignments within the allowed time parameters.

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8/24-8/27	Quiz	Syllabus Quiz
8/31-9/7	Unit 1	Chapter 1 – Taking Charge of Your Health
		Chapter 2 – Stress
		Chapter 3 – Psychological Health
		Chapter 4 – Sleep
9/14-9/21	Unit 2	Chapter 5 – Intimate Relationships and Communication
		Chapter 6 – Sex and Your Body

		Chapter 7 – Sexuality, Pregnancy, and Childbirth Chapter 8 – Contraceptions and Abortion
9/21-9/28	Unit 3	Chapter 9 – Drug Use and Addiction Chapter 10 – Alcohol and Nicotine Chapter 11 – Tobacco and Vaping
9/28-10/5	Unit 4	Chapter 12 – Nutrition Basics Chapter 13 – Exercise for Health and Fitness Chapter 14 – Weight Management
10/5-10/12	Unit 5	Chapter 15 – Cardiovascular Health Chapter 16 - Cancer

PHYS 1303.10P0, 1303.40P0, 1303.50P0
Astronomy I: Stars and Galaxies
Fall 2026 Flex 1
8 Week Course ITV

Instructor: Dr. Lee H. LaRue

Office: MS 210G

Phone: 903-782-0334

Email: LLARUE@parisjc.edu

Meeting Location: Paris MS213, GC217, SSC

Meeting Days: MW Lecture

Meeting Times: 11 am -12:15 pm

Office Hours: MTWTh 8:30 – 9:30 am; MTWTh 2:00 – 3:00 pm; by appointment.

Course Description: This course is the first half of a general survey of astronomy.

(Note: **The two courses may be taken out of sequence.**) Topics will include: scale of the universe and celestial sphere, history of astronomy, the science of gravity and light, stellar and galactic astronomy and cosmology, and some topics from quantum theory and relativity theory applied to astronomy. The course will emphasize the astronomy of the stars and galaxies.

Credits: SCH = 3 Lecture

Prerequisites: none

Required Textbook(s) and Materials:

Mastering Astronomy for “The Essential Cosmic Perspective”, 9th ed., by Bennett, Donahue, Schneider, and Voit. Pearson Pub. Co. You have paid for this with your tuition.

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and Pearson Publishing Company (Mastering Astronomy) via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, **and you will not need to purchase the required course materials separately.** You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. <https://www.parisjc.edu/main/business-office/>

Your Mastering Astronomy e-book (text) and all assignments will be provided in our Blackboard course. If you do not want to participate in the PJC Inclusive Access Program and would prefer to procure your required course materials elsewhere, you must opt out to avoid being charged the discounted price on your student account. If you'd like to opt out of this program, please follow the steps below **before the college ORD date. However, you will not**

be able to pass this class without the materials! I strongly encourage you to NOT opt out!!!

If you wish to opt-out of this program, please follow the steps below **by**:

- **Fall Main & Flex 1 Term: 9/10/2025**

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you opt-out, you will no longer have access to your textbook and other digital materials required for this course. You must purchase those materials separately to continue the course at a significantly higher cost.

YOU WILL NEED THESE MATERIALS! Notice again that is only one item listed – Pearson Pub. Co. “Mastering Physics” with e-book.

Technical Support: Assistance for Blackboard is available through PJC technical support, 903-782-0489. Here is a Include link to PJC IT Checklist which you should look through the first class day:

<https://www.parisjc.edu/technology/pjc-it-checklist.php>

We will be using Blackboard extensively so be sure to log in and follow the directions on the Start Here page. If you are having trouble with Mastering Astronomy (Pearson Course Materials), please refer to this information:

Pearson Technical Support Options:

1. US Students: Text “Hi” to 1-866-264-0618
2. Technical Support website: <https://support.pearson.com/getsupport/s/>
3. Speak with Tech Support Agent
Now: <https://support.pearson.com/getsupport/s/contactsupport>

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

- **Explain the properties of light** and how telescopes gather vital data from cosmic entities.
- **Describe the lifecycle of stars**, tracking development from initial gas clouds to stellar remnants like white dwarfs, neutron stars, or black holes.
- **Identify structures of galaxies**, classifying normal and active galaxies alongside the broader cosmic framework.
- **Articulate standard cosmological theories**, evaluating the Big Bang theory, dark matter, dark energy, and the expanding universe footprint.

Course Requirements and Evaluation:

How to begin: In class, you will listen to lectures for which you are expected to take notes; videos will also be shown to help you understand the concepts discussed in class. You must also read and follow the **Announcements in our BlackBoard course (Week 1 Activities, Week 2 Activities, etc)**. Please go to the PJC webpage www.parisjc.edu and access the course through BlackBoard. You should have received an ID number to login to BlackBoard. BlackBoard has some features which we will use in this course; explanations and direction will be provided in class. Some additional resources will be found here. If you have trouble navigating BlackBoard, please click Help.

Much of your work will involve the use of Mastering Astronomy, which is accessed from our Blackboard course by clicking "Pearson Course Materials". At Mastering Astronomy you will find four important elements of the course: Major Tests I - IV, Final Exam, and Self-Guided Tutorials (lab experiments). Another component, which is NOT found at Mastering Astronomy, is the Video Labs. All of these elements of the course are described below, the main components of the course:

Major Tests – After completing all the work for Chapters 1-3 (reading the chapter and viewing the PowerPoint lectures in class for each chapter) you are ready to take the Chapter Test, Test I over Ch. 1-3. This is located at the "Mastering Astronomy" website. Click on the first tab, "Assignments", and you will find Test I ch. 1-3. Similarly, you will complete Tests II, III, and IV throughout the course. The Major Tests are open-book tests, but they are timed so that you only have two hours to complete the test. Please notice the due dates, given at Mastering Astronomy.

Mid Term Exam – A test that covers the first half of the course will be given at the midpoint of the course. This will be given in class; see the Schedule at end of the Syllabus.

Final Exam – at the end of the course, a comprehensive final exam will be given in class.

Lab Experiments – There are two types of labs that you will perform: Tutorial Labs, and Video Labs. We may also do some hands-on labs in class. These are generally short (ranging from 10 minutes to 1 hour to complete) and will enhance your understanding of astronomy tremendously.

(1) Tutorial Labs: The tutorial lab experiments that you perform are found at MasteringAstronomy; click on “Assignments”, then on “Tutorial Lab 1 Scale of the Universe” when you are ready to do the first lab. To complete Lab 1, perform the tutorial “The Scale of the Universe” at Mastering Astronomy; follow the instructions carefully concerning how **to submit your responses through MasteringAstronomy; you can check your grade on the day after the due date for each lab. These grades are also synced to your gradebook in our Blackboard course.** There are eight tutorial labs, and there is a list given below; due dates are given in the schedule at the end of the Syllabus. I will say more about labs in the Announcements (click the icon on the homepage of this BlackBoard course) to be sure that everyone understands the procedure. Here is a list of the labs:

TUTORIAL LABS

1. Scale of the Universe
2. Light and Spectroscopy
3. The Doppler Effect
4. The Sun
5. The Hertzsprung-Russell Diagram
6. Stellar Evolution
7. Hubble's Law
8. Fate of the Universe

Here is a brief overview for completing the Tutorial Labs (a more detailed list of instructions is given at the end of this Syllabus):

1. Go to Mastering Astronomy. You can find the first tutorial on the calendar that shows up, and click on the tutorial (or you can click "Assignments" and then scroll down to "Tutorial Lab 1 Scale of the Universe," and click on this link). Click the button that says "Launch Tutorial."
2. Read all the instructions carefully. You **MUST** complete the entire tutorial, including the Exercises at the end of it, and the Summary. When you have completed the Tutorial and the Exercises and the Summary, you will be told that you have finished. Click on “Save” if there is a Save button and then click on the “Close” button, and you are finished.

(2) Video Labs: As a part of the Lab experience, you will also view a series of videos from the “Crash Course Astronomy” and “Universe” series, and complete a worksheet or take notes for each of these, in class. These will receive a grade. It is very important that you attend class; you cannot make up these assignments!

There is also a series of videos that you may look at, to help understand concepts in this course, but there is no grade and so the Cosmos videos listed below are optional. These are from the “Cosmos” series and the website will be given in class. Again, these are NOT required:

1. Cosmos – Shores of the Cosmic Ocean
2. Cosmos – The Harmony of the Worlds
3. Cosmos – The Backbone of Night
4. Cosmos – The Lives of the Stars
5. Cosmos – The Edge of Forever

Also, please go to www.KhanAcademy.com for more Astronomy videos. At www.YouTube.com you will find hundreds of astronomy videos as well. These are optional, but they may be of help in understanding many concepts.

A schedule for our course is given below. Due dates for most assignments are also given in Mastering Astronomy. All Tutorial Labs and Tests **MUST be taken no later than the indicated date!** These are found at MasteringAstronomy and the due dates are given there. There is a handy calendar at Mastering Astronomy as well. The list of assignments is given below, in this syllabus, which includes the due dates. Please try to complete all assignments *before* the due date!

After reading a chapter, you should view the corresponding PowerPoint slide program in class (which you can review if necessary by going to BlackBoard and clicking on the PowerPoints link on the BlackBoard homepage for this course) for each chapter, complete labs as they are indicated, and take the Major Tests before the indicated due dates, as described above. There is a Schedule at the end of the Syllabus to help you determine what work to do for each week of the course. In addition, if you are absent no more than three times, you will receive 3 bonus points at the end of the semester which are added to your final grade.

Grading Procedure: Grades will be determined as follows:

Major Tests I - IV	25%
Lab Reports/Video Sheets	25%
Mid Term Exam (in class)	25%
Final Exam (in class)	<u>25%</u>
Total	100%

Mid-Term Grades: PJC instructors are required to enter mid-term grades during the ninth week of the semester (**Sept. 18**). Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Note: Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working. Please meet with your instructor if you have a concern about your grades at the mid-term.

Make-Up Work

Make-up work is not allowed unless extenuating circumstances (illness with doctor's written excuse, death in the immediate family) can be shown. The last day to drop the course with a grade of W is Thursday, **October 1, 2026**. If circumstances require you to withdraw from this course you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

I expect every student to come to class prepared to interact with the instructor and other students by listening, discussing, questioning, and taking notes relating to the topic at hand. All students will need a notebook and pens or pencils.

Respect your classmates' right to an education.

Give your full attention to the course and to anyone who is speaking to the class as a whole. Avoid creating distractions - do not arrive late, leave during class (unless you have an emergency), pass notes, do any other work, or conduct private conversations during class. Students who persist in these behaviors may be asked to leave the class. Don't bring visitors unless approved by the instructor. No food /or beverages to class. Please turn off or silence all cell phones, before coming into the classroom. No physical violence or threats of physical violence will be tolerated.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, Oct. 1**. Students absent, for any reason, are still responsible for lecture/lab materials covered during the absence and any required assignments that were due. Please contact your instructor as early as possible if you

are absent so that you remain current in the course. Excessive absences will ultimately hinder your success in this course!

College policy requires faculty members to take attendance each class session and to record absences in the college-wide computer system.

Class Conduct:

Please turn off or silence and put away all electronic devices before entering the classroom/laboratory. Every student should be courteous to other students and the instructor in both lecture and laboratory experiences. I will not tolerate rudeness, disruptive behavior, or sleeping during class. No threats of violence or obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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AI Policy:

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PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student’s PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student’s failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Course Schedules (Tentative – subject to change):

Lecture Schedule: *MW 11 am to 12:15 pm*

Mastering Astronomy Due Dates are given on the next page.

Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 (Aug. 24 - 30)	Introduction; Motions in Space	Ch. 1, 2; Tutorial 1
Week 2 (Aug. 31-Sept.6)	History of Astronomy	Ch. 3, 4; Test 1
Week 3 (Sept. 8-13)	Light; Solar System	Ch. 5, 6.1; Tutorial 2, Tutorial 3, Test 2
Week 4 (Sept. 14-20)	The Sun; Properties of Stars	Ch. 12, 13; Tutorial 4, Mid Term Exam (in class)
Week 5 (Sept. 21-27)	Stellar Evolution	Ch. 14, 15; Tutorial 5
Week 6 (Sept. 28 - Oct. 4)	Deaths of Stars; Galaxies	Ch. 16, 17; Tutorial 6, Test 3
Week 7 (Oct. 5-11)	Cosmology	Ch. 18; Tutorial 7, Tutorial 8, Test 4
Week 8 (Oct. 12-14)	Review for Final Exam	Final Exam (in class) on Wed. Oct. 14

Introduction to MasteringAstronomy (This is NOT required but you should do this exercise to take the tour of Mastering Astronomy.)	 Labs	08/30/26 at 11:59pm
Tutorial Lab 1 Scale of the Universe	 Labs	08/30/26 at 11:59pm
Test 1 Ch.1-3	 Tests	09/06/26 at 11:59pm
Tutorial Lab 2 Light and Spectroscopy	 Labs	09/13/26 at 11:59pm
Tutorial Lab 3 The Doppler Effect	 Labs	09/13/26 at 11:59pm
Test 2 ch. 4, 5, 6.1	 Tests	09/13/26 at 11:59pm
Tutorial Lab 4 The Sun	 Labs	09/20/26 at 11:59pm
Tutorial Lab 5 The Hertzsprung-Russell Diagram	 Labs	09/27/26 at 11:59pm
Tutorial Lab 6 Stellar Evolution	 Labs	10/04/26 at 11:59pm
Test 3 Ch. 11-14	 Tests	10/04/26 at 11:59pm
Tutorial Lab 7 Hubble's Law	 Labs	10/11/26 at 11:59pm
Tutorial Lab 8 Fate of the Universe	 Labs	10/11/26 at 11:59pm
Test 4 Ch. 15-18	 Tests	10/11/26 at 11:59pm

PHYS 1303.20D0, 25D0 (ONLINE)
Astronomy I: Stars and Galaxies
Fall 2026
16 Week Course

Instructor: Dr. Lee H. LaRue

Office: MS 210G

Phone: 903-782-0334

Meeting Location: Online

Meeting Days: Online

Email: We are **required** to use Blackboard email; if you have an **emergency**, send an email through Blackboard email and also to LLARUE@parisjc.edu

Office Hours: MTWTh 8:30 – 9:30 am; MTWTh 2:00 – 3:00 pm; F 9-12 and by appointment.

Course Description: This course is the first half of a general survey of astronomy. (Note: **The two courses may be taken out of sequence.**) Topics will include: scale of the universe and celestial sphere, history of astronomy, the science of gravity and light, stellar and galactic astronomy and cosmology, and some topics from quantum theory and relativity theory applied to astronomy. The course will emphasize the astronomy of the stars and galaxies.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Prerequisites: none

Required Textbook(s) and Materials:

Mastering Astronomy for “The Essential Cosmic Perspective”, 9th ed., by Bennett, Donahue, Schneider, and Voit. Pearson Pub. Co. You have paid for this with your tuition.

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and Pearson Publishing Company (Mastering Physics) via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, **and you will not need to purchase the required course materials separately.** You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. <https://www.parisjc.edu/main/business-office/>

Your Mastering Physics e-book (text) and all assignments will be provided in our Blackboard course. If you do not want to participate in the PJC Inclusive Access Program and would prefer to procure your required course materials elsewhere, you must opt out to avoid being charged the discounted price on your student account. If you'd like to opt out of this program, please follow the steps below **before the college ORD date.**

If you wish to opt-out of this program, please follow the steps below **by**:

- **Fall Main & Flex 1 Term: 9/10/2025**

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you opt-out, you will no longer have access to your textbook and other digital materials required for this course. You must purchase those materials separately to continue the course at a significantly higher cost.

YOU WILL NEED THESE MATERIALS! Notice again that is only one item listed – Pearson Pub. Co. “Mastering Physics” with e-book.

Technical Support: Assistance for Blackboard is available through PJC technical support, 903-782-0489. We will be using Blackboard extensively so be sure to log in and follow the directions on the Start Here page. If you are having trouble with Mastering Physics, please refer to this information:

Pearson Technical Support Options:

1. US Students: Text “Hi” to 1-866-264-0618
2. Technical Support website: <https://support.pearson.com/getsupport/s/>
3. Speak with Tech Support Agent
Now: <https://support.pearson.com/getsupport/s/contactsupport>

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Astronomy)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major astronomical concepts.

ACGM Lecture Learning Outcomes

- **Explain the properties of light** and how telescopes gather vital data from cosmic entities. Test 2
- **Describe the lifecycle of stars**, tracking development from initial gas clouds to stellar remnants like white dwarfs, neutron stars, or black holes. Test 3
- **Identify structures of galaxies**, classifying normal and active galaxies alongside the broader cosmic framework. Test 4
- **Articulate standard cosmological theories**, evaluating the Big Bang theory, dark matter, dark energy, and the expanding universe footprint. Final Exam

Course Requirements and Evaluation:

How to begin: Please go to the PJC webpage and access the course through BlackBoard. You should have received an ID number to login to BlackBoard. BlackBoard has some features which we will use in this course; explanations and direction will be provided in class. In particular, missed lectures will be made available there. If you have trouble navigating BlackBoard, please click Help.

Much of your work will involve the use of Mastering Astronomy. The first thing you must do is take the “tour” of the website to become acquainted with it. At Mastering Astronomy you will find four important elements of the course: Major Tests I - IV, Final Exam, and Self-Guided Tutorials (lab experiments). Another component, which is NOT found at Mastering Astronomy, is the Video Labs. All of these elements of the course are described below, the main components of the course:

Major Tests – After completing all the work for Chapters 1-3 (reading the chapter, and viewing the PowerPoint lectures in class for each chapter) you are ready to take the Chapter Test, Test I over Ch. 1-3. This is located at the “Mastering Astronomy” website. Click on the first tab, “Assignments”, and you will find Test I ch. 1-3. Similarly, you will complete Tests II, III, and IV throughout the course. The Major Tests are open-book tests, but they are timed so that you only have two hours to complete the test. Please notice the due dates, given at Mastering Astronomy.

Mid Term Exam – A test that covers the first half of the course will be given at the midpoint of the course. This test is also taken at Mastering Astronomy and is timed.

Final Exam – at the end of the course, a comprehensive final exam will be given which is also at Mastering Astronomy and is timed.

Lab Experiments – There are two types of labs that you will perform, Tutorial Labs, and Video Labs. These are generally short (ranging from 10 minutes to 1 hour to complete) and will enhance your understanding of astronomy tremendously.

(1) Tutorial Labs: The tutorial lab experiments that you perform are found at MasteringAstronomy; click on “Assignments”, then on “Tutorial Lab 1 Scale of the Universe” when you are ready to do the first lab. To complete Lab 1, perform the tutorial “The Scale of the Universe” at Mastering Astronomy; follow the instructions carefully concerning how **to submit your responses through MasteringAstronomy; you can check your grade on the day after the due date for each lab.** There are eight tutorial labs, and there is a list given below; due dates are given in the schedule at the end of the Syllabus. I will say more about labs in the Announcements (click the icon on the homepage of this BlackBoard course) to be sure that everyone understands the procedure. Here is a list of the labs:

TUTORIAL LABS

1. Scale of the Universe
2. Light and Spectroscopy
3. The Doppler Effect
4. The Sun
5. The Hertzsprung-Russell Diagram
6. Stellar Evolution
7. Hubble's Law
8. Fate of the Universe

Here is a brief overview for completing the Tutorial Labs (a more detailed list of instructions is given at the end of this Syllabus):

1. Go to Mastering Astronomy. You can find the first tutorial on the calendar that shows up, and click on the tutorial (or you can click "Assignments" and then scroll down to "Tutorial Lab 1 Scale of the Universe," and click on this link). Click the blue button that says "Launch Tutorial."
2. Read all the instructions carefully. You **MUST** complete the entire tutorial, including the Exercises at the end of it, and the Summary. When you have completed the Tutorial and the Exercises and the Summary, you will be told that you have finished. You **MUST** click on the “Close” button which returns you to the original screen where you can submit your work. Click on the blue button that says “Submit” and you are finished. See the instructions given in our Blackboard course.

(2) Video Labs: As a part of the Lab experience, you will also view a series of **videos** from the “Cosmos” series, and **complete a worksheet for each of these. These will receive a grade. It is very important that you attend class; you cannot make up these assignments!**

The links to the videos will be given at BlackBoard. You will find the “notes” (Video Sheets) at the BlackBoard page for the course. You will watch a video (the first one is called “Shores of the Cosmic Ocean”) and complete the sheet as you watch; then use these as notes to help you with the Mastering Astronomy assignment (such as “Cosmos Video Lab 1 The Shores of the Cosmic Ocean”). **Do NOT email me your notes sheet!** Just complete the Mastering Assignment Cosmos video lab assignment, which is in multiple choice format. Here are the titles of these 5 Cosmos video labs:

1. Cosmos – Shores of the Cosmic Ocean
2. Cosmos – The Harmony of the Worlds
3. Cosmos – The Backbone of Night
4. Cosmos – The Lives of the Stars
5. Cosmos – The Edge of Forever

Also, please go to www.KhanAcademy.com for more Astronomy videos. At www.YouTube.com you will find hundreds of astronomy videos as well. These are optional, but they may be of help in understanding many concepts. A particularly good set of videos can be found by entering "Crash Course Astronomy" in the Search box at YouTube.

A schedule for our course is given below. Due dates for most assignments are also given in Mastering Astronomy. **All Tutorial Labs and Tests MUST be taken no later than the indicated date! These are found at MasteringAstronomy and the due dates are given there. There is a handy calendar at Mastering Astronomy as well. This will be distributed in class so you have a hard copy of due dates.**

After reading a chapter, you should view the corresponding PowerPoint slide program in class (which you can review if necessary by going to BlackBoard and clicking on the PowerPoints icon on the BlackBoard homepage for this course) for each chapter, complete labs as they are indicated, and take the Major Tests before the indicated due dates, as described above. There is a Schedule at the end of the Syllabus to help you determine what work to do for each week of the course.

Grading Procedure: Grades will be determined as follows:

Major Tests I - IV	25%
Tutorial Labs/Cosmos Labs	25%
Mid Term Test	25%
Final Exam	<u>25%</u>
Total	100%

Mid-Term Grades: PJC instructors are required to enter mid-term grades during the ninth week of the semester (**Oct 16**). Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Note: Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working. Please meet with your instructor if you have a concern about your grades at the mid-term.

Make-Up Work

Make-up work is not allowed unless extenuating circumstances (illness with doctor's written excuse, death in the immediate family) can be shown. The last day to drop the course with a grade of W is **Thursday, November 12, 2026**. If circumstances require you to withdraw from this course you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

Online students are expected to have a working computer with reliable internet. A "backup plan" must also be determined in the event internet service goes down or other issues arise. The backup can be a friend's computer, a local public or school computer with internet, etc.

Class Attendance:

Class attendance is critical for the successful completion of this course; **for online courses, this means that you keep on top of all that is going on by reading Announcements at Blackboard and observing due dates!** Do this on a daily basis! Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, November 12th**. Students absent, for any reason, are still responsible for lecture/lab materials covered during the absence and any required assignments that were due. Please contact your instructor as early as possible if you are absent so that you remain current in the course. Excessive absences will ultimately hinder your success in this course!

College policy requires faculty members to take attendance each class session and to record absences in the college-wide computer system.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

AI Policy:

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. **Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations.** Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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Course Schedules (Tentative – subject to change):

Lecture Schedule: Lectures are given through PowerPoints, located in our Blackboard course. Due dates are shown at Mastering Astronomy and will be posted in our Blackboard course.

Dates

Topic

Week 1 (begin Aug. 24-30) Ch 1; view Cosmos 1 and complete assignment in Mastering

Week 2 (Aug. 31-Sept. 6) Ch 1 and 2; do Tutorial 1 in Mastering

Week 3 (Sept. 7-13) Ch 2;

Week 4 (Sept. 14-) Ch 2 and 3; view Cosmos 2 and complete assignment in Mastering

Week 5 (Sept. 21-) Ch 3 and 4; Test 1 over Ch. 1-3

Week 6 (Sept. 28-) Ch 4 and 5; Tutorial 2 Light and Spectroscopy

Week 7 (Oct. 5-) Ch 5 and 6.1 (don't worry about the rest of ch. 6), Tutorial 3 The Doppler Effect, Test 2 over Ch. 4, 5, and 6.1. Review for Mid Term Exam

Week 8 (Oct.12-) Ch 11, Mid Term Exam (Ch 1-5 and 6.1), Cosmos 3 Backbone of the Night

Week 9 (Oct. 19-) Ch 11, Ch. 12; Tutorial 4 The Sun

Week 10 (Oct. 26-) Ch 12; Tutorial 5 The Hertzsprung-Russell Diagram, Cosmos 4

Week 11 (Nov. 2-) Ch 13 and 14; Tutorial 6 Stellar Evolution

Week 12 (Nov. 9-) Ch 14 and 15; Test 3

Week 13 (Nov. 16-) Ch 16 and 17; Tutorial 7 Hubble's Law, Cosmos 5

Week 14 (Nov. 23-) Ch 17 and 18; Tutorial 8 Fate of the Universe

Week 15 (Nov. 30-Dec. 6-) Ch. 18, Review for Final Exam; Test 4

Week 16 (Dec. 7-8) Final Exam (comprehensive) to be taken by Tues. Dec. 8, completed on or before 11:59 pm. The course ends at that time.

The due dates in Mastering Astronomy (Pearson Course Materials) are as follows. REFER TO THESE DUE DATES OFTEN!

Introduction to MasteringAstronomy (This is NOT required but you should do this exercise to take the tour of Mastering Astronomy.)	+ Labs	08/30/26 at 11:59pm
Cosmos Video Lab 1 Shores of the Cosmic Ocean	+ Labs	08/30/26 at 11:59pm
Tutorial Lab 1 Scale of the Universe	+ Labs	09/06/26 at 11:59pm
Cosmos Video Lab 2 Harmony of the Worlds	+ Labs	09/20/26 at 11:59pm
Test 1 Ch.1-3	+ Tests	09/27/26 at 11:59pm
Tutorial Lab 2 Light and Spectroscopy	+ Labs	10/04/26 at 11:59pm
Tutorial Lab 3 The Doppler Effect	+ Labs	10/11/26 at 11:59pm
Test 2 ch. 4, 5, 6.1	+ Tests	10/11/26 at 11:59pm
Cosmos Video Lab 3 Backbone of the Night	+ Labs	10/18/26 at 11:59pm
Mid Term Exam 	+ Mid Term Test	10/18/26 at 11:59pm
Tutorial Lab 4 The Sun	+ Labs	10/25/26 at 11:59pm
Cosmos Video Lab 4 Lives of the Stars	+ Labs	11/01/26 at 11:59pm
Tutorial Lab 5 The Hertzsprung-Russell Diagram	+ Labs	11/01/26 at 11:59pm
Tutorial Lab 6 Stellar Evolution	+ Labs	11/08/26 at 11:59pm
Test 3 Ch. 11-14	+ Tests	11/15/26 at 11:59pm
Cosmos Video Lab 5 The Edge of Forever	+ Labs	11/22/26 at 11:59pm
Tutorial Lab 7 Hubble's Law	+ Labs	11/22/26 at 11:59pm
Tutorial Lab 8 Fate of the Universe	+ Labs	11/29/26 at 11:59pm
Test 4 Ch. 15-18	+ Tests	12/06/26 at 11:59pm
FINAL EXAM 	+ Final Exam	12/08/26 at 11:59pm

PHYS 1303.20E0 (ONLINE)
Astronomy I: Stars and Galaxies
Fall 2026
8-week course

Instructor: Dr. Lee H. LaRue

Meeting Location: Online

Office: MS 210G

Meeting Days: Online

Phone: 903-782-0334

Email: We are **required** to use Blackboard email; if you have an **emergency**, send an email through Blackboard email and also to LLARUE@parisjc.edu

Office Hours: Office Hours: MTWTh 8:30 – 9:30 am; MTWTh 2:00 – 3:00 pm; by appointment.

Course Description: This course is the first half of a general survey of astronomy. (Note: **The two courses may be taken out of sequence.**) Topics will include: scale of the universe and celestial sphere, history of astronomy, the science of gravity and light, stellar and galactic astronomy and cosmology, and some topics from quantum theory and relativity theory applied to astronomy. The course will emphasize the astronomy of the stars and galaxies.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Prerequisites: none

Required Textbook(s) and Materials:

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The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and Pearson Publishing Company (Mastering Physics) via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, **and you will not need to purchase the required course materials separately.** You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. <https://www.parisjc.edu/main/business-office/>

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Program and would prefer to procure your required course materials elsewhere, you must opt out to avoid being charged the discounted price on your student account. If you'd like to opt out of this program, please follow the steps below **before the college ORD date**.

If you wish to opt-out of this program, please follow the steps below **by**:

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Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

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Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Astronomy)

- Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
- Demonstrate knowledge of basic terminology and understanding of major astronomical concepts.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

- **Explain the properties of light** and how telescopes gather vital data from cosmic entities.
- **Describe the lifecycle of stars**, tracking development from initial gas clouds to stellar remnants like white dwarfs, neutron stars, or black holes.
- **Identify structures of galaxies**, classifying normal and active galaxies alongside the broader cosmic framework.
- **Articulate standard cosmological theories**, evaluating the Big Bang theory, dark matter, dark energy, and the expanding universe footprint.

Course Requirements and Evaluation:

How to begin: Please go to the PJC webpage www.parisjc.edu and access the course through BlackBoard. You should have received an ID number to login to BlackBoard. We will use Blackboard for the lectures (PowerPoints) and Mastering for submitting assignments. You MUST follow the Modules in Blackboard (Week 1 Activities, Week 2 Activities, etc.) to be successful in this course! If you have trouble navigating BlackBoard, please click Help.

Click on Pearson Course Materials to access Mastering Astronomy, where your assignments and tests are located. After you have registered into Mastering Astronomy take the “tour” of the website to become acquainted with it by clicking on “Assignments” and then click “Introduction to Mastering Astronomy”. At MasteringAstronomy you will find four important elements of the course: Major Tests I - IV, Mid Term Exam, Final Exam, and Tutorial and Video Labs (Cosmos). All of these elements of the course are described below, the main components of the course:

Major Tests – After completing all the work for Chapters 1-3 (reading the chapter, and viewing the PowerPoint lectures in class for each chapter) you are ready to take the Chapter Test, Test I over Ch. 1-3. This is located at “Mastering Astronomy” which is accessed by clicking on Pearson Course Materials in our

Blackboard course. Click on the first tab, “Assignments”, and you will find Test I ch. 1-3. Similarly, you will complete Tests II, III, and IV throughout the course. The Major Tests are open-book tests, but they are timed so that you only have two hours to complete the test. Please notice the due dates, given at Mastering Astronomy.

Mid Term Exam – A test that covers the first half of the course will be given at the midpoint of the course. This test is also taken at Mastering Astronomy and is timed.

Final Exam – at the end of the course, a comprehensive final exam will be given which is also at Mastering Astronomy and is timed.

Lab Experiments – There are two types of labs that you will perform, Tutorial Labs, and Video Labs. These are generally short (ranging from 10 minutes to 1 hour to complete) and will enhance your understanding of astronomy tremendously.

(1) Tutorial Labs: The tutorial lab experiments that you perform are found at MasteringAstronomy; click on “Assignments”, then on “Tutorial Lab 1 Scale of the Universe” when you are ready to do the first lab. To complete Lab 1, perform the tutorial “The Scale of the Universe” at Mastering Astronomy; follow the instructions carefully concerning how **to submit your responses through MasteringAstronomy; you can check your grade on the day after the due date for each lab.** There are eight tutorial labs, and there is a list given below; due dates are given in the schedule at the end of the Syllabus. I will say more about labs in the Announcements (click the icon on the homepage of this BlackBoard course) to be sure that everyone understands the procedure. Here is a list of the labs:

TUTORIAL LABS

- Scale of the Universe
- Light and Spectroscopy
- The Doppler Effect
- The Sun
- The Hertzsprung-Russell Diagram
- Stellar Evolution
- Hubble's Law
- Fate of the Universe

Here is a brief overview for completing the Tutorial Labs (a more detailed list of instructions is given at the end of this Syllabus):

1. Go to Mastering Astronomy. You can find the first tutorial on the calendar that shows up, and click on the tutorial (or you can click "Assignments" and then scroll down to "Tutorial Lab 1 Scale of the Universe," and click on this link). Click the blue button that says "Launch Tutorial."

2. Read all the instructions carefully. You MUST complete the entire tutorial, including the Exercises at the end of it, and the Summary. When you have completed the Tutorial and the Exercises and the Summary, you will be told that you have finished. Click on "Save" if there is a Save button and then click on the "Close" button, and you are finished.

(2) Video Labs: As a part of the Lab experience, you will also view a series of videos from the "Cosmos" series, and complete a worksheet for each of these. It is very important that you attend class; you cannot make up these assignments!

The links to the videos will be given at BlackBoard. You will find the "notes" (Video Sheets) at the BlackBoard page for the course. You will watch a video (the first one is called "Shores of the Cosmic Ocean") and complete the sheet as you watch; then use these as notes to help you with the Mastering Astronomy assignment (such as "Cosmos Video Lab 1 The Shores of the Cosmic Ocean"). **Do NOT email me your notes sheet!** Just complete the Mastering Assignment Cosmos video lab assignment, which is in multiple choice format. Here are the titles of these 5 Cosmos video labs:

- Cosmos – Shores of the Cosmic Ocean
- Cosmos – The Harmony of the Worlds
- Cosmos – The Backbone of Night
- Cosmos – The Lives of the Stars
- Cosmos – The Edge of Forever

Also, please go to www.KhanAcademy.com for more Astronomy videos. At www.YouTube.com you will find hundreds of astronomy videos as well. These are optional, but they may be of help in understanding many concepts. A particularly good set of videos can be found by entering "Crash Course Astronomy" in the Search box at YouTube.

A schedule for our course is given below. Due dates for most assignments are also given in Mastering Astronomy. **All Tutorial Labs and Tests MUST be completed no later than the indicated date! These are found at**

MasteringAstronomy and the due dates are given there. There is a handy calendar at Mastering Astronomy as well.

After reading a chapter, you should view the corresponding PowerPoint slide program in our BlackBoard class for each chapter, complete labs as they are indicated, and take the Major Tests before the indicated due dates, as described above. There is a Schedule at the end of the Syllabus to help you determine what work to do for each week of the course.

Grading Procedure: Grades will be determined as follows:

Major Tests I - IV	25%
Tutorials/Cosmos Video Labs	25%
Mid Term Test	25%
Final Exam	<u>25%</u>
Total	100%

Mid-Term Grades: PJC instructors are required to enter mid-term grades during the ninth week of the semester (**Sept. 18**). Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Note: Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working. Please meet with your instructor if you have a concern about your grades at the mid-term.

Make-Up Work

Make-up work is not allowed unless extenuating circumstances (illness with doctor's written excuse, death in the immediate family) can be shown. The last day to drop the course with a grade of W is Tuesday, **Thurs. Oct. 1**. If circumstances require you to withdraw from this course you must do so by that date. You must initiate the withdrawal procedure; please see the information at www.parisjc.edu. Failure to officially withdraw will result in your receiving a grade of F.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

Online students are expected to have a working computer with reliable internet. A **“backup plan” must also be determined in the event internet service goes down or other issues arise.** The backup can be a friend’s computer, a local public library or school computer with internet, etc. Due dates at Mastering Astronomy are the deadlines for assignments; you should actually complete assignments a day or two early.

Class Attendance:

Class attendance is critical for the successful completion of this course; for online courses, this means that you keep on top of all that is going on by reading Announcements at Blackboard and observing due dates! Do this on a daily basis! Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **Thursday, Oct. 1.**

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

AI Policy:

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. **Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations.** Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to arrange an appointment with a College

Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

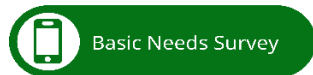
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

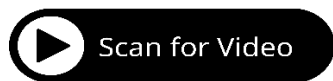


Mental health conditions are common and treatable. Suicide is preventable.

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community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Course Schedules (Tentative – subject to change):

Schedule: Please go to our course at www.Parisjc.edu, click on the tab “Online courses” at the top, then when a new page opens, click on the tab in the middle, “Login to Blackboard courses” and you will find our course. The START HERE section explains the course and all elements, and you should read the ANNOUNCEMENTS several times each week! More detail is provided in the Announcements about the brief schedule given below.

COURSE SCHEDULE

Dates

Topic

Week 1 (Aug. 24 - 30) Ch 1, 2

Week 2 (Aug. 31-Sept. 6) Ch. 3, 4 and begin Ch. 5; Test I

Week 3 (Sept. 7-13) Ch 5, 6.1 (just read the first section of Chapter 6), and Ch 11; Test II

Week 4 (Sept. 14-20) Ch 12, 13, begin Ch. 14; **Mid Term Exam**

Week 5 (Sept. 21-27) Ch 14, 15

Week 6 (Sept. 28 - Oct. 4) Ch. 16, 17, Test III

Week 7 (Oct. 5-11) Ch 18, Test IV

Week 8 (Oct. 12-13) Finish course, Review, **Final Exam is due on Tues. Oct. 13 at Mastering Astronomy and the course ends at that time. The Final Exam is available one week before the due date.**

Here is the schedule for due dates for all the assignments, which are at Mastering Astronomy. Notice that the FINAL EXAM is available one week before due date:

Introduction to MasteringAstronomy (not required for a grade, but you should do this to get used to the system)	+ Labs	08/30/26 at 11:59pm
Tutorial Lab 1 Scale of the Universe	+ Labs	08/30/26 at 11:59pm
Cosmos Video Lab 1 Shores of the Cosmic Ocean	+ Labs	08/30/26 at 11:59pm
Cosmos Video Lab 2 Harmony of the Worlds	+ Labs	09/06/26 at 11:59pm
Test 1 Ch.1-3	+ Tests	09/06/26 at 11:59pm
Tutorial Lab 2 Light and Spectroscopy	+ Labs	09/13/26 at 11:59pm
Tutorial Lab 3 The Doppler Effect	+ Labs	09/13/26 at 11:59pm
Test 2 ch. 4, 5, 6.1	+ Tests	09/13/26 at 11:59pm
Tutorial Lab 4 The Sun	+ Labs	09/20/26 at 11:59pm
Cosmos Video Lab 3 Backbone of the Night	+ Labs	09/20/26 at 11:59pm
Mid Term Exam 	+ Mid Term Test	09/20/26 at 11:59pm
Cosmos Video Lab 4 Lives of the Stars	+ Labs	09/27/26 at 11:59pm
Tutorial Lab 5 The Hertzsprung-Russell Diagram	+ Labs	09/27/26 at 11:59pm
Tutorial Lab 6 Stellar Evolution	+ Labs	10/04/26 at 11:59pm
Cosmos Video Lab 5 The Edge of Forever	+ Labs	10/04/26 at 11:59pm
Test 3 Ch. 11-14	+ Tests	10/04/26 at 11:59pm
Tutorial Lab 7 Hubble's Law	+ Labs	10/11/26 at 11:59pm
Tutorial Lab 8 Fate of the Universe	+ Labs	10/11/26 at 11:59pm
Test 4 Ch. 15-18	+ Tests	10/11/26 at 11:59pm
FINAL EXAM 	+ Final Exam	10/13/26 at 11:59pm

PHYS 1304.20F0
Astronomy II: Solar System
Fall 2026 ONLINE Flex 2 (2nd 8 weeks)

Instructor: Dr. Lee H. LaRue

Meeting Location: Online

Office: MS 210G

Meeting Days: Online

Phone: 903-782-0334

Email: We are **required** to use Blackboard email; if you have an **emergency**, send an email through Blackboard email and also to LLARUE@parisjc.edu

Office Hours: MTWTh 8:30 – 9:30 am; MW 9:30 – 10:30 am; MTWTh 2:00 – 3:00 pm and by appointment.

Course Description: This course is the second half of a general survey of astronomy. (Note: **The two courses may be taken out of sequence.**) Topics will include: scale of the universe and celestial sphere, history of astronomy, the science of gravity and light, planetary astronomy of the solar system and exoplanets, finding life in the universe, and some topics from quantum theory, nuclear physics, and relativity theory applied to astronomy. The course will emphasize the astronomy of the solar system, but will also include a review of the astronomy of stars, galaxies and cosmology.

Credits: SCH = 3

Prerequisites: none

Required Textbook(s) and Materials:

Mastering Astronomy for “The Essential Cosmic Perspective”, 9th ed., by Bennett, Donahue, Schneider, and Voit. Pearson Pub. Co. You have paid for this with your tuition.

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and Pearson Publishing Company (Mastering Physics) via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, **and you will not need to purchase the required course materials separately.** You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. <https://www.parisjc.edu/main/business-office/>

Your Mastering Physics e-book (text) and all assignments will be provided in our Blackboard course. If you do not want to participate in the PJC Inclusive Access Program and would prefer to procure your required course materials elsewhere, you must opt out to avoid being charged the discounted price on your student account. If you'd like to opt out of this program, please follow the steps below **before the college ORD date**.

If you wish to opt-out of this program, please follow the steps below **by**:

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you opt-out, you will no longer have access to your textbook and other digital materials required for this course. You must purchase those materials separately to continue the course at a significantly higher cost.

YOU WILL NEED THESE MATERIALS! Notice again that is only one item listed – Pearson Pub. Co. “Mastering Physics” with e-book.

Technical Support: Assistance for Blackboard is available through PJC technical support, 903-782-0489. We will be using Blackboard extensively so be sure to log in and follow the directions on the Start Here page. If you are having trouble with Mastering Physics, please refer to this information:

Pearson Technical Support Options:

1. US Students: Text “Hi” to 1-866-264-0618
2. Technical Support website: <https://support.pearson.com/getsupport/s/>
3. Speak with Tech Support Agent
Now: <https://support.pearson.com/getsupport/s/contactsupport>

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Astronomy)

- Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
- Demonstrate knowledge of basic terminology and understanding of major astronomical concepts.

ACGM Lecture Learning Outcomes

This course offers a descriptive, introductory look at the cosmic components making up our immediate solar neighborhood. Upon successful completion of this course, students will be able to: [1]

- **Detail the historic models** of the solar system, contrasting geocentric and heliocentric planetary frameworks.
- **Analyze planetary features**, comparing the atmosphere, surface conditions, and interior structures of terrestrial and Jovian worlds.
- **Identify debris components**, cataloging the behavior and chemical makeups of comets, asteroids, and meteors.
- **Evaluate solar system evolution**, defining current scientific theories outlining how the sun, planets, and moons formed.

Course Requirements and Evaluation:

How to begin: Please go to the PJC webpage www.parisjc.edu and access the course through BlackBoard. You should have received an ID number to login to BlackBoard, which is your “classroom” for this course. If you have trouble navigating BlackBoard, please click Help.

IMPORTANT: Complete the **First Assignment** at Blackboard on the Start Here page. You must do this assignment to remain in the course, or you will be dropped.

Also, click on “Pearson Course Materials” which takes you to a page that asks you to login if you have a Pearson account; if you don’t you must Create an Account. Then click on “Assignments” and “Introduction to Mastering Astronomy”. This is a “tour” of the website to become acquainted with it. At MasteringAstronomy you will find four important elements of the course: Major Tests I - IV, Mid Term Exam, Final Exam, and Tutorial and Video Labs (Cosmos). All of these elements of the course are described below, the main components of the course:

Major Tests – After completing all the work for Chapters 1-4 (reading the chapter, viewing the PowerPoint lectures in our Blackboard course for each

chapter, watching any assigned videos, and completing lab assignments at Mastering Astronomy) you are ready to take the Chapter Test, Test I over Ch. 1-4. This is located at the “Mastering Astronomy” website. Click “Assignments”, and you will find Test I ch. 1-4. Similarly, you will complete Tests II, III, and IV throughout the course. The Major Tests are open-book tests, but they are timed so that you only have two hours to complete the test. Please notice the due dates, given at Mastering Astronomy. Notice there is a “Calendar” at Mastering Astronomy – just click on it – to help you keep up with due dates. We covered these chapters in PHYS 1303, so this is just review to be sure you recall the important terminology and concepts.

Mid Term Exam – A test that covers the first half of the course will be given at the midpoint of the course. This will not be proctored but is timed. It is located at Mastering Astronomy.

Final Exam – at the end of the course, a comprehensive final exam will be given; it is located at Mastering Astronomy and is not proctored, but it is timed. It is due on Tuesday of the last week of class.

Lab Experiments – There are two types of labs that you will perform, Tutorial Labs, and Video Labs. We may also do some hands-on labs in class. These are generally short (ranging from 10 minutes to 1 hour to complete) and will enhance your understanding of astronomy tremendously.

(1) Tutorial Labs: The tutorial lab experiments that you perform are found at MasteringAstronomy; click on “Assignments”, then on “Tutorial Lab 1 Scale of the Universe” when you are ready to do the first lab. To complete Lab 1, perform the tutorial “The Scale of the Universe” at Mastering Astronomy; follow the instructions carefully concerning how **to submit your responses through MasteringAstronomy; you can check your grade on the day after the due date for each lab.** There are eight tutorial labs, and there is a list given below; due dates are given in the schedule at the end of the Syllabus. I will say more about labs in the Weekly Announcements in our Blackboard class (scroll down to see Week 1 Activities, Week 2 Activities, etc.) to be sure that everyone understands the procedure. Here is a list of the labs:

Tutorial LABS (found by clicking on Assignments at Mastering Astronomy):

- **Scale of the Universe**
- **Orbits and Kepler’s Laws**
- **Motion and Gravity**
- **Formation of the Solar System**
- **Shaping Planetary Surfaces**

- Surface Temperature of Terrestrial Planets
- Detecting Extrasolar Planets
- Black Holes

(2) Video Labs: As a part of the Lab experience, you will also view a series of videos from the “Cosmos” series, and complete a worksheet for each of these. These will be useful when you complete the “Cosmos” assignments in Mastering Astronomy. It is very important that keep up; you cannot make up these assignments!

The links to the videos will be given at BlackBoard. You will find the “notes” (Video Sheets) at the BlackBoard page for the course. You will watch a video (the first one is called “Shores of the Cosmic Ocean”) and complete the sheet as you watch; then use these as notes to help you with the Mastering Astronomy assignment (such as “Cosmos Video Lab 1 The Shores of the Cosmic Ocean”). **Do NOT email me your notes sheet!** Just complete the Mastering Assignment Cosmos video lab assignment, which is in multiple choice format. Here are the titles of these 5 Cosmos video labs:

- Cosmos – Shores of the Cosmic Ocean
- Cosmos – Heaven and Hell
- Cosmos – Blues for a Red Planet
- Cosmos – Travelers Tales
- Cosmos – Encyclopedia Galactica

Also, please go to www.KhanAcademy.com for more Astronomy videos. At www.YouTube.com you will find hundreds of astronomy videos as well. These are optional, but they may be of help in understanding many concepts. A particularly good set of videos can be found by entering "Crash Course Astronomy" in the Search box at YouTube.

A schedule for our course is given below. Due dates for most assignments are also given in Mastering Astronomy. **All Tutorial Labs and Tests MUST be completed no later than the indicated date! These are found at MasteringAstronomy and the due dates are given there. There is a handy calendar at Mastering Astronomy as well. You should print this out for ease of reference. Assignments should be completed a day or two before the due date. Late work is not accepted unless a doctor’s excuse or other appropriate documentation is provided.**

After reading a chapter, you should view the corresponding PowerPoint slide program in our Blackboard course, complete labs as they are indicated, and take the Major Tests before the indicated due dates, as described above. There is a Schedule at the end of the Syllabus to help you determine what work to do for each week of the course.

Grading Procedure: Grades will be determined as follows:

Major Tests I - IV	25%
Tutorials/Video Sheets	25%
Mid Term Test	25%
Final Exam	<u>25%</u>
Total	100%

Mid-Term Grades: PJC instructors are required to enter mid-term grades during the ninth week of the semester (**Nov. 13**). Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Note: Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working. Please meet with your instructor if you have a concern about your grades at the mid-term.

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Make-up work is not allowed unless extenuating circumstances (illness with doctor's written excuse, death in the immediate family) can be shown. The last day to drop the course with a grade of W is **Tues. Nov. 24, 2026**. If circumstances require you to withdraw from this course you must do so by that date. Please go to www.parisjc.edu and you will find the procedure for dropping a course. Failure to officially withdraw will result in your receiving a grade of F.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

This is an online class, so it is imperative that you log in regularly to our Blackboard course and complete the assignments described above by the due dates indicated in Mastering Astronomy.

Class Attendance:

Class attendance in an online class involves logging in regularly to our Blackboard course to read Announcements and use materials located there. You must also follow the schedule of due dates given at Mastering Astronomy after you have registered into the program. This is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **Tuesday Nov. 24, 2026**. Students are responsible for materials covered in our online course. Please contact your instructor as early as possible if you are having difficulties so that you remain current in the course. Excessive absences (not logging in/not completing assignments) will ultimately hinder your success in this course!

Class Conduct:

Class attendance is critical for the successful completion of this course; **for online courses, this means that you keep on top of all that is going on by reading Announcements and other posts at Blackboard and observing due dates!** Do this on a daily basis! Withdrawals must be initiated by the student. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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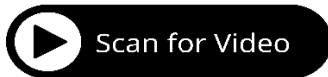
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Course Schedules (Tentative – subject to change): Please go to our course at www.Parisjc.edu, click on the tab “Blackboard login” at the top, then when a new page opens, click on the tab in the middle, “Login to Blackboard courses” and you will find our course. The START HERE section explains the course and all elements, and you should read the ANNOUNCEMENTS several times each week! More detail is provided in the Announcements about the brief schedule given below.

This is an online course, so the dates given begin on Monday; assignment due dates are found at Mastering Astronomy. Please also remember to check the Announcements in our Blackboard site.

<u>Dates</u>	<u>Topic</u>
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Week 1 (Oct. 19-25)	Ch 1-5 Review, Tutorial 1, Cosmos Lab 1
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Week 2 (Oct. 26-Nov. 1)	Ch. 6, 7; Test I over Ch. 1-5, Tutorial 2, Cosmos Lab 2 and 3
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Week 3 (Nov. 2-8)	Ch. 8, begin Ch. 9; Tutorial 3 and 4, Cosmos Lab 4
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Week 4 (Nov. 9-15)	Ch 9, 10; Test II over Ch. 6-8, Tutorial 5 and 6
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Week 5 (Nov. 16-22)	Ch 10, 19; MID TERM EXAM (over Ch. 1-8), Tutorial 7, Cosmos Lab 5
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Week 6 (Nov.23-29)	Ch. S1, S2; Test III over Ch. 9, 10, 19, Tutorial 8
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Week 7 (Nov. 30 - Dec. 6)	Ch. S3, S4; Test IV over Ch. S1-S4.
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Week 8 (Dec. 7-8)	Finish course, Final Exam is due by Tues. Dec. 8. and will be available one week prior to this due date! The course ends at that time.
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The due dates for the assignments (all are at Mastering Astronomy, click on “Pearson Course Materials” in our Blackboard class) are given below:

Introduction to MasteringAstronomy (not required for a grade, but you should do this to get used to the system)	+ Labs	10/25/26 at 11:59pm
Tutorial Lab 1 Scale of the Universe	+ Labs	10/25/26 at 11:59pm
Cosmos Video Lab 1 Shores of the Cosmic Ocean	+ Labs	10/25/26 at 11:59pm
Tutorial Lab 2 Orbits and Kepler's Laws	+ Labs	11/01/26 at 11:59pm
Cosmos Video Lab 2 Heaven and Hell	+ Labs	11/01/26 at 11:59pm
Test 1 Ch. 1-5 	+ Tests	11/01/26 at 11:59pm
Cosmos Video Lab 3 Blues for a Red Planet	+ Labs	11/01/26 at 11:59pm
Tutorial Lab 3 Motion and Gravity	+ Labs	11/08/26 at 11:59pm
Cosmos Video Lab 4 Travelers Tales	+ Labs	11/08/26 at 11:59pm
Tutorial Lab 4 Formation of the Solar System	+ Labs	11/08/26 at 11:59pm
Tutorial Lab 5 Shaping Planetary Surfaces	+ Labs	11/15/26 at 11:59pm
Tutorial Lab 6 Surface Temperature of Terrestrial Planets	+ Labs	11/15/26 at 11:59pm
Test 2 ch. 6, 7, 8 	+ Tests	11/15/26 at 11:59pm
Tutorial Lab 7 Detecting Extrasolar Planets	+ Labs	11/22/26 at 11:59pm
Cosmos Video Lab 5 Encyclopedia Galactica	+ Labs	11/22/26 at 11:59pm
Mid Term Exam 	+ Mid Term Test	11/22/26 at 11:59pm
Tutorial Lab 8 Black Holes	+ Labs	11/29/26 at 11:59pm
Test 3 Ch 9, 10, 19 	+ Tests	11/29/26 at 11:59pm
Test 4 Ch. S2, S3, S4 Supplementary Chapters 	+ Tests	12/06/26 at 11:59pm
FINAL EXAM 	+ Final Exam	12/08/26 at 11:59pm

PHYS 1401.20D0
College Physics I (Online)
Fall 2026

Instructor: Dr. Lee H. LaRue
Office: MS 210G
Phone: 903-782-0334

Meeting Location: Online class
Email: use Blackboard email for this class! But for emergencies **also** use LLARUE@parisjc.edu

Office Hours: MTWTh 8:30 – 9:30 am; MTWTh 2:00 – 3:00 pm; by appointment.

Course Description: This course is the first half of a general survey of physics requiring a background in algebra and trigonometry. Topics will include: measurement, motion in one dimension, vectors, motion in two dimensions, Newton's Laws of Motion, work, power, and energy, momentum and collisions, rotational motion, gravitation, Kepler's Laws of Planetary Motion, torque and angular momentum, thermodynamics, oscillations and waves. Topics from astronomy will be included to show the application of many principles of physics.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Prerequisites:

Two years of high school algebra and precalculus or college algebra and precalculus.

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program through Dragon Now the campus-wide affordable course materials program. PJC has partnered with the Follett Access Program and McGraw Hill via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, **and you will not need to purchase the required course materials separately.** You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account.
<https://www.parisjc.edu/main/business-office/>

Your e-book (text) will be provided in our Blackboard course. Your homework and testing system is ExpertTA and you will receive an email explaining how to access this. Your required lab materials (McGraw-Hill Connect Virtual Lab System) for PHYS 1401 will be delivered digitally in your Blackboard course. If you do not want to participate in the PJC Inclusive Access Program and would prefer to procure your required course materials elsewhere, you must opt out to avoid being charged the discounted price on your student account. If you'd like to opt out of this program, please follow the steps below **before the college ORD date.**

If you wish to opt-out of this program, please follow the steps below **by**:

- **Fall Main & Flex 1 Term: 9/10/2025**

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you opt-out, you will no longer have access to your textbook and other digital materials required for this course. You must purchase those materials separately to continue the course at a significantly higher cost.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. Your homework/testing system is ExpertTA (see #2 below) and will be charged automatically, so you will not need to make a separate purchase

YOU WILL NEED THESE MATERIALS! Notice again that there are three items listed -- OpenStax College Physics e-book, Expert TA online homework system, and the McGraw Hill Connect lab system.

1. OpenStax COLLEGE PHYSICS e-book (1st edition) I have already provided a pdf version of the text below (see Materials section) but if you can't open it, or you just want to get it yourself, you can obtain it by clicking on this link (or paste it into a web browser):

[OpenStax](https://openstax.org/details/books/college-physics)

<https://openstax.org/details/books/college-physics>

You do not have to contribute or write a thank-you note.

Then click on "Download pdf".

It will take a minute or so depending on your internet service. **SAVE this pdf so you don't have to download it every time you need it.**

I suggest saving it to your Desktop. (Click on File, then Save As, then type a name for the book such as PHYSICS, then click on Desktop, then Save.)

If you want a hard copy, you can order it from OpenStax as indicated in the website, or from Amazon. Get the single volume edition! If you get the two volume version, the page numbers will be different later in the course.

2. Expert TA Physics Online Homework System, This will be available to you on the first day of class; your tuition pays for this under the inclusive access policy at PJC. You should get an email from ExpertTA telling you what to do. The email will contain a code.

Student Support Link: <http://theexpertta.com/support/student-support>

24x7 Student Support - email main@theexpertta.com or call 877-572-0734.

3. McGraw-Hill Virtual Lab System

Your required lab materials (McGraw-Hill Connect Virtual Lab System) for PHYS 1401 will be delivered digitally in your Blackboard course. When you are directed to do a lab experiment in our Blackboard course, you click on LABS in your Blackboard course. The first lab is the “Lab 1 Free Fall” experiment. You do not have to purchase the labs system; it is automatically charged to your student account when you register for class

Students will go through Blackboard to access all the labs.

If you have difficulty with McGraw-Hill Connect, call **1-(800) 331 5094** if you have any problems.

(This is the **help number for McGraw-Hill** if you have other issues later on.)

Technical Support: Assistance concerning Blackboard is available through **PJC technical support, 903-782-0489**. For any issues arising with **Expert TA, the Tech Support number is 1-918-200-9064 24 hours per day, 7 days per week**. For issues concerning **McGraw-Hill Connect, the number is 1-(800) 331 5094**.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Determine the components of linear motion (displacement, velocity, and acceleration), and especially motion under conditions of constant acceleration.
2. Apply Newton's laws to physical problems including gravity.
3. Solve problems using principles of energy, work, impulse, and linear momentum.
5. Analyze rotational mechanics, including kinematics, dynamics, determination of the location of the center of mass, and rigid bodies in motion.
7. Describe the components of a wave and relate those components to mechanical vibrations and sound.
8. Demonstrate an understanding of equilibrium, including the different types of equilibrium.
10. Apply thermodynamic laws to solve standard heat problems.

ACGM Laboratory Learning Outcomes

1. Demonstrate techniques to set up and perform experiments, collect data from those experiments, and formulate conclusions from an experiment.
2. Record experimental work completely and accurately in laboratory notebooks, and communicate experimental results clearly in written reports.
3. Determine the components of linear motion (displacement, velocity, and acceleration), and especially motion under conditions of constant acceleration.
4. Apply Newton's laws to physical problems including gravity.
5. Solve problems using principles of energy.
6. Describe the components of a wave and relate those components to mechanical vibrations, sound, and decibel level.
7. Use principles of impulse and linear momentum to solve problems.
8. Solve problems in rotational kinematics and dynamics, including the determination of the location of the center of mass and center of rotation for rigid bodies in motion.
9. Solve problems involving rotational and linear motion.
10. Demonstrate an understanding of equilibrium, including the different types of equilibrium.
11. Discuss simple harmonic motion and its application to quantitative problems or qualitative questions.
12. Solve problems using the principles of heat and thermodynamics.

Course Requirements and Evaluation:

The first thing to do is to go to our course at Blackboard (Go to www.parisjc.edu, then click on Online Courses, then click on Blackboard course). The important elements of the course include: Homework Assignment for each chapter, Labs, Major Tests I – IV, and the Final Exam. Once again: You must go to Blackboard to access Assignments, Major Tests I, II, III, and IV, the Mid Term Exam, and the Final Exam. All of these elements of the course are described below:

Assignments (Homework) – This is located in the Menu on the left side of the page in our Blackboard course; the due dates given there (also at the end of this syllabus) are important to follow! One important thing to know: to enter a number in scientific notation, such as 3.12×10^5 , you will type: 3.12*10^5. The * is typed using Shift+8, and the ^ is typed using Shift+6 on your keyboard.

Major Tests – After completing all the work for Chapters 1-3 (read or skim the chapters, view the PowerPoint corresponding to the chapters, and working the homework assignments) you are ready to take the Chapter Test, Test I over UNIT 1 Ch. 1-3. This and the other tests are to be taken online. The Major Tests are open-book tests, but they are timed. You can check your grade on the day after the due date for each test, in the gradebook. Please notice the due dates, given in the schedule at the end of this Syllabus.

Mid Term Exam—This test covers Chapters 1-7 (all material from the first half of the course) and MAY be proctored by use of Respondus Monitor (Lockdown). You will receive more information on this in our Blackboard course when we approach the time for this test.

Final Exam— The final exam can be accessed in the Menu on the left side of the page in Blackboard (click on FINAL EXAM) and should be taken by the date indicated in the schedule. It will be available about 1 week before the end of course. It is also timed, like the Mid Term Exam, but is **NOT proctored** using Respondus Lockdown.

Lab Experiments – The labs can be found by looking on the Course Content page in our Blackboard course and clicking LABS. The links are below the Assignments and Tests. You will be told in the weekly announcements (Week 1 Activities, Week 2 Activities, etc.) which lab to do each week.

Grading Procedure: Grades will be determined as follows:

Tests I, II, III, IV	20% (5% each)
Homework	15%
Labs	25%
Mid Term Exam	20%
Final Exam	<u>20%</u>
Total	100%

Mid-Term Grades: PJC instructors are required to enter mid-term grades during the ninth week of the semester (**Oct. 16**). Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Note: Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working. Please meet with your instructor if you have a concern about your grades at the mid-term.

Make-Up Work

Make-up work **is not allowed** unless extenuating circumstances (illness with doctor's written excuse, death in the immediate family) can be shown. **The last day to drop the course with a grade of W is Thursday, November 12, 2026.** If circumstances require you to withdraw from this course you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

Online students are expected to have a working computer with reliable internet. **A "backup plan" must also be determined in the event internet service goes down or other issues arise.** The backup can be a friend's computer, a local public or school computer with internet, etc.

Class Attendance:

Class attendance is critical for the successful completion of this course; for online courses, this means that you keep on top of all that is going on by reading

Announcements (Week 1 Activities, Week 2 Activities, etc.) at Blackboard and observing due dates! Do this on a daily basis! Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **Thursday, November 12**. Students absent, for any reason, are still responsible for lecture/lab materials covered during the absence and any required assignments that were due. Please contact your instructor as early as possible if you are absent so that you remain current in the course. Excessive absences will ultimately hinder your success in this course!

College policy requires faculty members to take attendance each class session and to record absences in the college-wide computer system.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

AI Policy:

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. **Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations.** Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

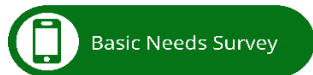
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Course Schedules (Tentative – subject to change): *Please go to our course at www.Parisjc.edu, click on the tab "Blackboard Online courses" at the top, then when a new page opens, click on the tab in the middle, "Login to Blackboard courses" and you will find our course. The START HERE section explains the course and all elements, and you should read the ANNOUNCEMENTS several times each week! More detail is provided in the Announcements about the brief Schedule given below and the Assignments whose due dates are given after the Schedule.*

Course Schedule: Use the attached PowerPoints and recommended videos given each week in the **Announcements (Week 1, Week 2, Week 3, etc.)** as the “Lecture” portion of our course. Read the corresponding chapters. The schedule given below is tentative and may change; the main resource to follow is the Week 1 Activities, Week 2 Activities, etc. in our Blackboard course. The ExpertTA assignment due dates follow after this schedule, so print it out and keep it handy!

Dates

Topic

Week 1 (Aug. 24-30) UNIT 1 Ch. 1 Using Expert TA system; Physics and Measurement

Week 2 (Aug. 31-Sept. 6) UNIT 1 Ch. 2; Lab 1

Week 3 (Sept. 7-13) UNIT 1 Ch. 3;

Week 4 (Sept. 14-20) Test 1 on UNIT 1; Lab 2

Week 5 (Sept. 22-28) UNIT 2 Ch. 4 and 5;

Week 6 (Sept. 28-Oct. 4) UNIT 2 Ch. 6; Lab 3

Week 7 (Oct. 5-11) Test 2 on UNIT 2 Ch. 4-6

Week 8 (Oct. 12-18) UNIT 3 Ch. 7; Lab 4

Week 9 (Oct. 19-25) UNIT 3 Ch. 8; MID TERM EXAM over Ch. 1-7

Week 10 (Oct. 26-Nov. 1) Test 3 on UNIT 3 Ch. 7-8 Lab 5

Week 11 (Nov. 2-8) UNIT 4 Ch. 9; Lab 6

Week 12 (Nov. 9-15) UNIT 4 Ch. 10, Begin UNIT 6 Ch. 13, 14, 15; Lab 7

Week 13 (Nov. 16-22) UNIT 6 Ch. 13, 14, 15; Lab 8

Week 14 (Nov. 23-29) Test 4 UNIT 4 and 6 (Ch. 9, 10, 13, 14, 15); Lab 9

Week 15 (Nov. 30 - Dec. 6) UNIT 7 Ch. 16 & 17; Lab 10

Week 16 (Dec. 7-8) FINAL EXAM due Tues. Dec. 8 at 11:59 pm. Course ends.

Due Dates – The assignments are listed in order below. Please refer to the last column, “Due”, beneath the arrow, for the due date for a given assignment. The Mid Term Exam is not listed here, but the Mid Term Exam link is located in Blackboard, and the due date will be given in class.

You should do the Introduction to ExpertTA by Sept.1 but it is not graded. It will help you understand how to record answers, etc.



Assignment	Weight	Publish	Start	Due
UNIT 1 Chapter 1 HW Intro and Measureme	1	Feb 01, 2022 12:01 AM	Mar 23, 2022 12:01 AM	Sep 06, 2026 11:59 PM
UNIT 1 Chapter 2 HW Kinematics and Vecto	1	Feb 01, 2022 12:01 AM	Mar 23, 2022 12:01 AM	Sep 06, 2026 11:59 PM
UNIT 1 Chapter 3 HW Vectors, 2D Motion, P	1	Feb 01, 2022 12:01 AM	Mar 24, 2022 12:01 AM	Sep 13, 2026 11:59 PM
Test 1 -- UNIT 1 Ch. 0, 1, 2, 3	1	May 01, 2022 12:01 AM	Apr 05, 2022 12:01 AM	Sep 20, 2026 11:59 PM
UNIT 2 Chapter 4 and 5 HW Newton's Laws	1	Feb 01, 2022 12:01 AM	Mar 24, 2022 12:01 AM	Sep 27, 2026 11:59 PM
UNIT 2 Chapter 6 HW Circular Motion and G	1	May 01, 2022 12:00 AM	Mar 24, 2022 12:01 AM	Oct 04, 2026 11:58 PM
Test 2 -- UNIT 2 Ch. 4, 5, 6	1	May 01, 2022 12:01 AM	Apr 05, 2022 12:01 AM	Oct 11, 2026 11:59 PM
UNIT 3 Chapter 7 HW Work, Energy, Power	1	Feb 01, 2022 12:01 AM	Mar 24, 2022 12:01 AM	Oct 18, 2026 11:59 PM
MID TERM EXAM Review	1	Aug 01, 2022 12:01 AM	Oct 03, 2022 12:01 AM	Oct 29, 2026 11:59 PM
UNIT 3 Chapter 8 HW Momentum	1	May 01, 2022 12:01 AM	Mar 24, 2022 12:01 AM	Nov 01, 2026 11:59 PM
Test 3 -- UNIT 3 Ch. 7, 8	1	May 01, 2022 12:01 AM	Apr 05, 2022 12:01 AM	Nov 08, 2026 11:59 PM
UNIT 4 Chapter 9 HW Statics and Torque	1	May 01, 2022 12:01 AM	Mar 28, 2022 12:01 AM	Nov 15, 2026 11:59 PM
UNIT 4 Chapter 10 HW Rotational Motion ar	1	May 01, 2022 12:01 AM	Mar 28, 2022 12:01 AM	Nov 15, 2026 11:59 PM
UNIT 6 Chapter 13, 14, 15 HW Heat and The	1	May 01, 2022 12:01 AM	Mar 28, 2022 12:01 AM	Nov 22, 2026 11:59 PM
Test 4 -- UNIT 4 & 6 Ch.9, 10, 13, 14, 15	1	Apr 01, 2022 12:01 AM	May 10, 2022 12:01 AM	Nov 29, 2026 11:59 PM
UNIT 7 Chapter 16 & 17 HW SHM and Wave	1	May 01, 2022 12:01 AM	Mar 28, 2022 12:01 AM	Dec 06, 2026 11:59 PM
FINAL EXAM	1	Dec 04, 2022 12:01 AM	Dec 01, 2025 12:01 AM	Dec 08, 2026 11:59 PM

**PHYS 1405.20E0
Elementary Physics
Fall 2026 (Flex 1)
8 Week Course**

Instructor: Dr. Lee H. LaRue
Office: MS 210G
Phone: 903-782-0334
Email: LLARUE@parisjc.edu

Meeting Location: ONLINE
Meeting Days: ONLINE
Meeting Times: ONLINE

Office Hours: MTWTh 8:30 – 9:30 am; MTWTh 2:00 – 3:00 pm; by appointment.

Course Description: Conceptual level survey of topics in Physics intended for liberal arts and other non-science majors. Topics include mechanics, energy conservation, atomic nature of matter and thermodynamics. The history of scientific developments and their impact on daily life are discussed. Also included are laboratory experiments that emphasize a conceptual understanding of Physics. This course presents concepts of classical and modern physics with application to biology and health sciences. Matter, energy, and waves are highlighted. What students should bring to this course is curiosity about how the world works. Intended for liberal arts, health science, or any majors. Lab required. Prerequisites: TSI Math score of 910-949 with a diagnostic score of 5, and TSI college-readiness standard for Reading and Writing; or equivalent. 4 credit hours.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Prerequisites: none

Required Textbook(s) and Materials:

Mastering Physics for “Conceptual Physics”, 13th ed., by Paul G. Hewitt, Pearson Pub. Co., You have paid for this with your tuition.

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and Pearson Publishing Company (Mastering Physics) via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, **and you will not need to purchase the required course materials separately.** You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. <https://www.parisjc.edu/main/business-office/>

Your Mastering Physics e-book (text) and all assignments will be provided in our Blackboard course. If you do not want to participate in the PJC Inclusive Access Program and would prefer to procure your required course materials elsewhere, you must opt out to avoid being charged

the discounted price on your student account. If you'd like to opt out of this program, please follow the steps below **before the college ORD date**.

If you wish to opt-out of this program, please follow the steps below **by**:

- **Fall Main & Flex 1 Term: 9/10/2025**

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you opt-out, you will no longer have access to your textbook and other digital materials required for this course. You must purchase those materials separately to continue the course at a significantly higher cost.

YOU WILL NEED THESE MATERIALS! Notice again that is only one item listed – Pearson Pub. Co. “Mastering Physics” with e-book.

Technical Support: Assistance for Blackboard is available through PJC technical support, 903-782-0489. We will be using Blackboard extensively so be sure to log in and follow the directions on the Start Here page. If you are having trouble with Mastering Physics, please refer to this information:

Pearson Technical Support Options:

1. US Students: Text “Hi” to 1-866-264-0618
2. Technical Support website: <https://support.pearson.com/getsupport/s/>
3. Speak with Tech Support Agent
Now: <https://support.pearson.com/getsupport/s/contactsupport>

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

ACGM Student Learning Outcomes

Upon successful completion of this course, students will:

1. Describe Newton's laws and their application.
2. Identify and describe the four forces in nature.
3. Apply the concepts of static electricity, current electricity, and electromagnetism.
4. Apply the properties of light such as reflection, refraction, and diffraction.

Course Requirements and Evaluation:

How to begin: Please go to the PJC webpage at www.parisjc.edu and access the course through BlackBoard. You should have received an ID number to login to BlackBoard. BlackBoard has some features which we will use in this course; explanations and direction will be provided to guide you through the course. In our Blackboard course, you will click on "Start Here" and **complete the First Assignment**. Then scroll down to Course Content and you will see an outline of what we will cover. Below Course Content, you will see Week 1 Activities; follow the directions and click on the indicated links to open videos, worksheets, and lab sheets. For the next week, follow the directions in Week 2 Activities, and so on.

All of your assignments and Tests will make use of Mastering Physics which you access by clicking on "Pearson Course Materials" in our Blackboard course. Then click on "Assignments" or "Calendar" to access all assignments and tests. First, take the "tour" of the website to become acquainted with it (click on Introduction to Mastering Physics). At Mastering Physics you will find four important elements of the course: Major Tests 1, 2, 3, Final Exam, Video Labs, and Virtual Labs. All of these elements of the course are described below:

Lab Experiments – There are two types of labs that you will perform, **Virtual Labs**, and **Video Labs**. These are generally short (about 1 hour to complete) and will enhance your understanding of elementary physics tremendously.

(1) **Virtual Labs:** There are three of these labs in this course. They are at Mastering Physics.

Here is a list of the virtual labs:

VIRTUAL LABS

1. Virtual Lab 1 -- Forces and Motion
2. Virtual Lab 2 -- Standing Waves
3. Virtual Lab 3 -- Wave Interference

These are completed at Mastering Physics.

(2) **Video Labs:** As you watch the video lecture for each chapter that we cover, you will complete a video worksheet that will act as your "notes". You will use these notes to complete the Video Labs at Mastering Physics. "Video Lab ch 1" is the first of these, corresponding to the video for Ch. 1. **Do not turn in the video worksheet ("notes")** –

keep them together in a notebook so you can refer to them. You are allowed to use these when you take the major tests and the final exam.

Also, please go to www.YouTube.com for more videos in case you are having trouble understanding some of the concepts. Just type the topic (such as “Newtons’ Laws”) in the Search box. At www.YouTube.com you will find hundreds of conceptual physics videos. These are optional, but they may be of help in understanding many concepts.

Major Tests – After completing all the work for Weeks 1 and 2 (reading the chapters, viewing the videos, and completing the video worksheets) you are ready to take the Test 1. This is located at the “Mastering Physics” which you access by clicking on “Pearson Course Materials” in our Blackboard course. Then, click on the “Assignments” or use the “Calendar”, and you will find Test 1. Similarly, you will complete Tests 2 and 3, throughout the course. The Major Tests are open-note, open-book tests, but they are timed so that you only have two hours to complete the test. Please notice the due dates, given at Mastering Physics.

Final Exam – at the end of the course, a comprehensive final exam will be given at Mastering Physics, just like the other tests. Use the worksheets you have filled out to help you, since the exam is open-book, open-notes as are the other assignments.

All grades will show up in Mastering Physics after each due date. I will NOT record grades in Blackboard, so please refer to Mastering Physics often to see your grades and to be sure that you are keeping up with assignments! When you open Mastering Physics, you will be on the Course Home page. Scroll down and you will see “All Assignments” and “Calendar” in blue; these are links. I recommend clicking on “Calendar” to see upcoming due dates, and also to open up the assignments.

A schedule for our course is given below. Due dates for most assignments are also given in Mastering Physics. **All assignments MUST be completed by the indicated date! All of these are found at Mastering Physics and the due dates are given there. There is a handy calendar at Mastering Physics as well. This is also given at the end of this syllabus so you have a hard copy of due dates.**

After reading a chapter, you should view the corresponding PowerPoint slide program (in our BlackBoard course) for each chapter, complete labs as they are indicated, and take the Major Tests before the indicated due dates, as described above. There is a Schedule at the end of the Syllabus to help you determine what work to do for each week of the course.

Required Activity:

All students must complete the First Assignment located in the “Course Content” section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Grading Procedure: Grades will be determined as follows:

Major Tests 1, 2, 3	30% (10% each)
Virtual Labs 1, 2, 3	30% (10% each)
Video Labs for each chapter	25% (1% each)
Final Exam	<u>15%</u>
Total	100%

Make-Up Work

Make-up work is not allowed unless extenuating circumstances (illness with doctor's written excuse, death in the immediate family) can be shown. The last day to drop the course with a grade of W is **Thursday Oct. 1, 2026**. If circumstances require you to withdraw from this course you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Mid-Term Grades: PJC instructors are required to enter mid-term grades during the ninth week of the semester (**Sept. 18**). Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Note: Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working. Please meet with your instructor if you have a concern about your grades at the mid-term.

Course Policies

This is an online class. The biggest enemy of a student in an online class is PROSCRASTINATION. You are expected to keep up with assignments according to the brief schedule given at the end of this Syllabus, and attention to the ANNOUNCEMENTS in our Blackboard class to learn more details.

A word or two about responsibility:

The assignments have due dates. Follow the calendar at Mastering Physics and complete all assignments on time. **Do NOT ask for extra credit at the end of the course.** If you keep up with the work and do a good job, you should be able to make at least a passing grade. If you are not responsible for yourself, it will be difficult to succeed at anything in life.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, this means keeping up with the assignments and not getting behind. The worst enemy of an online student is procrastination! Withdrawals must be initiated by

the student. The last day for a student to withdraw from a course with a grade of “W” is **Thursday, Oct. 1, 2026.**

College policy requires faculty members to take attendance each class session and to record absences in the college-wide computer system.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

AI Policy:

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. **Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations.** Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.
<https://www.parisjc.edu/consumer-information/complaints.php>

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It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Course Schedule

The course schedule given below is very helpful in navigating the course! Print it and refer to it often!

Notice the Virtual Labs shaded in blue – these are easy to overlook!

The Video Labs are given by Chapter (for Week 1, Ch 1, 2, 4, 5 refers to the Video Labs for these Chapters). Be sure to read the **Announcements (Week 1, Week 2, etc.)** for each week in our Blackboard course for more details!!!

<u>Dates</u>	<u>Topic</u>
Week 1 (Aug. 24-Aug. 30)	Ch 1, 2, 4, 5 (skip Ch. 3); Complete Video Labs for Ch 1, 2, 4, 5 at Mastering Physics. (For the remaining weeks, complete the Video Labs for the chapters indicated for that week, along with the Test or Virtual Lab for the week). All work is done at Mastering Physics. Textbook is found by clicking on “Pearson e-text”.
Week 2 (Aug. 31-Sept. 6)	Ch. 6, 7, 8; Test 1 over Week 1 and 2 material
Week 3 (Sept. 7-13)	Ch 11, 12, 13, 14; Virtual Lab 1 is due (see Announcements in Bb)
Week 4 (Sept. 14-20)	Ch 15, 16, 17, 18; Test 2 over Week 3 and 4 material
Week 5 (Sept. 21-27)	Ch 19, 20; Virtual Lab 2 is due
Week 6 (Sept. 28 - Oct. 4)	Ch. 22, 23, 24, 25, Test 3 over Week 5 and 6 material
Week 7 (Oct. 5-11)	Ch 26, 27, 28, 29; Virtual Lab 3 is due
Week 8 (Oct. 12-13)	Final Exam is taken by Tues. Oct. 13 and completed by 11:59 pm.
ASSIGNMENT DUE DATES ARE GIVEN IN OUR BLACKBOARD COURSE – look at Week 1, Week 2, etc. for these. Don't forget Virtual Labs 1, 2, 3!!!	
Due dates in Mastering Physics are shown below:	

Introduction to MasteringPhysics for Conceptual Physics	● Homework	08/30/26 at 11:59pm
Video Lab Ch. 1	● Homework	08/30/26 at 11:59pm
Video Lab Ch 2	● Homework	08/30/26 at 11:59pm
Video Lab Ch 4	● Homework	08/30/26 at 11:59pm
Video Lab Ch 5	● Homework	08/30/26 at 11:59pm
Video Lab Ch 6	● Homework	09/06/26 at 11:59pm
Video Lab Ch 7	● Homework	09/06/26 at 11:59pm
Video Lab Ch 8	● Homework	09/06/26 at 11:59pm
Test 1 Ch. 1,2,4,5,6,7,8 	◆ Test	09/06/26 at 11:59pm
Video Lab Ch 11	● Homework	09/13/26 at 11:59pm
Video Lab Ch 12	● Homework	09/13/26 at 11:59pm
Virtual Lab 1	+ Labs	09/13/26 at 11:59pm
Video Lab Ch 13	● Homework	09/13/26 at 11:59pm
Video Lab Ch 14	● Homework	09/13/26 at 11:59pm
Video Lab Ch 15	● Homework	09/20/26 at 11:59pm
Video Lab Ch 16	● Homework	09/20/26 at 11:59pm
Video Lab Ch 17	● Homework	09/20/26 at 11:59pm
Video Lab Ch 18	● Homework	09/20/26 at 11:59pm
Test 2 Ch. 11-18 	◆ Test	09/20/26 at 11:59pm
Video Lab Ch 19	● Homework	09/27/26 at 11:59pm
Video Lab Ch 20	● Homework	09/27/26 at 11:59pm

Virtual Lab 2	 Labs	09/27/26 at 11:59pm
Video Lab Ch 22	 Homework	10/04/26 at 11:59pm
Video Lab Ch 23	 Homework	10/04/26 at 11:59pm
Video Lab Ch 24	 Homework	10/04/26 at 11:59pm
Video Lab Ch 25	 Homework	10/04/26 at 11:59pm
Test 3 Ch. 19-25 	 Test	10/04/26 at 11:59pm
Video Lab Ch 26	 Homework	10/11/26 at 11:59pm
Video Lab Ch 27	 Homework	10/11/26 at 11:59pm
Video Lab Ch 28	 Homework	10/11/26 at 11:59pm
Video Lab Ch 29	 Homework	10/11/26 at 11:59pm
Virtual Lab 3	 Labs	10/11/26 at 11:59pm
FINAL EXAM 	 FINAL EXAM	10/13/26 at 11:59pm

PHYS 2425.10N0, 2425.40N0, 2425.50N0, 2425.74N0
University Physics
Physics for Scientists and Engineers I
Mechanics
Fall 2026

Instructor: Dr. Lee H. LaRue

Office: MS 210G

Phone: 903-782-0334

Email: LLARUE@parisjc.edu

Office Hours: MTWTh 8:30 – 9:30 am; MW 11am – noon; MTWTh 2:00 – 3:00 pm;
F 9:00 am to 12 noon and by appointment.

Meeting Location: Paris MS 213, GC 217
SSC__ (same location for lecture and lab)

Meeting Days: Tues. and Thurs.

Meeting Times: Lecture 9:30-10:45 am
Lab 11:00-12:15 pm

Course Description: This course is the first half of a general survey of physics requiring a background in algebra, trigonometry, and calculus. It is expected that you have taken Calculus I, or that you are taking it concurrently with this course. Topics will include: measurement, motion in one dimension, vectors, motion in two dimensions, Newton's Laws of Motion, work, power, and energy, momentum and collisions, rotational motion, gravitation, Kepler's Laws of Planetary Motion, torque and angular momentum, thermodynamics, oscillations and waves. Topics from astronomy will be included to show the application of many principles of physics.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Prerequisites:

Two years of high school algebra and precalculus or college algebra and precalculus.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. Your homework/testing system is ExpertTA (see #2 below) and will be charged automatically, so you will not need to make a separate purchase

YOU WILL NEED THESE MATERIALS! Notice that there are three items listed -- OpenStax College Physics e-book, Expert TA online homework system, and the Lab Paq. Please get these IMMEDIATELY.

1. OpenStax UNIVERSITY PHYSICS e-book I have already provided the free pdf version of the text in our Blackboard course (see Materials section) but if you can't open it, or you just want to get it yourself, you can obtain it by clicking on this link (or paste it into a web browser):

<https://openstax.org/details/books/university-physics-volume-1>

You do not have to contribute or write a thank-you note.

Then click on "Download pdf".

It will take a minute or so depending on your internet service. **SAVE this pdf so you don't have to download it every time you need it.**

I suggest saving it to your Desktop. (Click on File, then Save As, then type a name for the book such as PHYSICS, then click on Desktop, then Save.)

If you want a hard copy, you can order it from OpenStax as indicated in the website, or from Amazon. Get the single volume edition! If you get the two volume version, the page numbers will be different later in the course.

2. Expert TA Physics Online Homework System, This will be available to you on the first day of class; your tuition pays for this under the inclusive access policy at PJC. You should get an email from ExpertTA telling you what to do, and this will include a code number.

Student Support Link: <http://theexpertta.com/support/student-support> 24x7 Student Support - email main@theexpertta.com or call 877-572-0734. Please contact ExpertTA if you have trouble.

3. Lab Paq (purchased when you registered, through the inclusive access policy). This provides the hands-on material for doing labs. We have changed the process for doing this. You should receive it in the mail within the first two weeks of class.

If you wish to opt-out of this program, please follow the steps below **by**:

- **Fall Main & Flex 1 Term: 9/10/2025**

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Technical Support: Assistance concerning Blackboard is available through **PJC technical support, 903-782-0489**. First, look at the checklist located here: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

For any issues arising with **Expert TA**, the Tech Support number is **1-877-572-0734 24 hours per day, 7 days per week**. For issues concerning **Lab Paq**, the number is **1-866-206-0773 M-F, 7:30 am – 6 pm MST**

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Physics and Engineering Program-Level)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major physics concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Determine the components of linear motion (displacement, velocity, and acceleration), and especially motion under conditions of constant acceleration.
2. Solve problems involving forces and work.
3. Apply Newton's laws to physical problems.
4. Identify the different types of energy.
5. Solve problems using principles of conservation of energy.
6. Define the principles of impulse, momentum, and collisions.
7. Use principles of impulse and momentum to solve problems.

8. Determine the location of the center of mass and center of rotation for rigid bodies in motion.
9. Discuss rotational kinematics and dynamics and the relationship between linear and rotational motion.
10. Solve problems involving rotational and linear motion.
11. Define equilibrium, including the different types of equilibrium.
12. Discuss simple harmonic motion and its application to real-world problems.
13. Solve problems involving the First and Second Laws of Thermodynamics.

ACGM Laboratory Learning Outcomes

Learning Outcomes Upon successful completion of this course, students will:

1. Prepare laboratory reports that clearly communicate experimental information in a logical and scientific manner.
2. Conduct basic laboratory experiments involving classical mechanics.
3. Relate physical observations and measurements involving classical mechanics to theoretical principles.
4. Evaluate the accuracy of physical measurements and the potential sources of error in the measurements.
5. Design fundamental experiments involving principles of classical mechanics.
6. Identify appropriate sources of information for conducting laboratory experiments involving classical mechanics.

Course Requirements and Evaluation:

The important elements of the course include: Homework for each chapter, Labs, Major Tests I – IV, the Mid Term Exam, and the Final Exam. All assignments except Labs, the Mid Term and the Final Exam are located here in Blackboard; look at the blue menu on the left side of the page in Blackboard. **The instructions for accessing your online textbook and the assignments are given in class during the first class session.** All of these elements of the course are described below:

Assignments – This is located at Blackboard; the due dates given there are important to follow! Click on Assignments, then Introduction to ExpertTA, to get started.

Major Tests – After completing all the work for Chapters 1-3 (attending lectures, covering the homework) you are ready to take the Chapter Test, Test I over Ch. 1-3. This and the other tests are to be taken online. The Tests are open-book tests, but they are timed so that you only have two hours to complete the test. You can check your grade on the day after the due date for each test, in the gradebook. Please notice the due dates, given in the schedule at the end of this Syllabus.

Mid Term Exam-- The **Mid-Term Exam** covers the material we will complete over the first half of the course, and will be **taken in class** (see schedule at end of this syllabus). This is a pencil and paper test. There will be a Study Guide to prepare for this test, explained in class.

Final Exam— The Final Exam will be **taken in class**, just like the Mid Term Exam. There will be a Study Guide for this test, explained in class.

Lab Experiments – Labs will be performed in class on Tuesday/Thursday during the assigned lab period. There are two types of labs that you will perform, hands on labs and virtual (computer) labs.

(1) Hands-on Labs: You will purchase the Lab Paq either at the bookstore or through the website, www.holscience.com.

(2) Virtual (Computer) Labs: As a part of the Lab experience, you will also perform one or two labs at various websites, from the simulations at the PhET website, <http://phet.colorado.edu/>

Grading Procedure: Grades will be determined as follows:

Tests 1, 2, 3, 4	20% (5% each)
Homework	15%
Labs	25%
Mid Term	20%
Final Exam	<u>20%</u>
Total	100%

Mid-Term Grades: PJC instructors are required to enter mid-term grades during the ninth week of the semester (**Oct. 16**). Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Note: Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working. Please meet with your instructor if you have a concern about your grades at the mid-term.

Make-Up Work

Make-up work is not allowed unless extenuating circumstances (illness with doctor's written excuse, death in the immediate family) can be shown. The last day to drop the course with a grade of W is **Thursday, November 12, 2026**. If circumstances require you to withdraw from this course you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

I expect every student to come to class prepared to interact with the instructor and other students by listening, discussing, questioning, and taking notes relating to the topic at hand. All students will need a notebook and pens or pencils.

Respect your classmates' right to an education.

Give your full attention to the course and to anyone who is speaking to the class as a whole. Avoid creating distractions - do not arrive late, leave during class (unless you have an emergency), pass notes, do any other work, or conduct private conversations during class. Students who persist in these behaviors may be asked to leave the class. Don't bring visitors unless approved by the instructor. No food /or beverages to class. Please turn off or silence all cell phones, before coming into the classroom. No physical violence or threats of physical violence will be tolerated.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12th. Students absent, for any reason, are still responsible for lecture/lab materials covered during the absence and any required assignments that were due. Please contact your instructor as early as possible if you are absent so that you remain current in the course. Excessive absences will ultimately hinder your success in this course!

College policy requires faculty members to take attendance each class session and to record absences in the college-wide computer system.

Class Conduct:

Please turn off or silence and put away all electronic devices before entering the classroom/laboratory. Every student should be courteous to other students and the instructor in both lecture and laboratory experiences. I will not tolerate rudeness, disruptive behavior, or sleeping during class. No threats of violence or obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

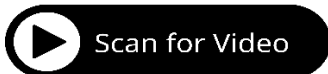
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Course Schedule (Tentative – subject to change):

Lecture Schedule: *TTh 9:30-10:45 am, Lab/Lecture 11:00 am – 12:15 pm*

Dates

Topic

Week 1 (begin Aug. 24-30) Ch 0 and Ch 1 Using Expert TA system; Physics and Measurement

Week 2 (Aug. 31 - Sept. 6) Labor Day/ Ch 2 Motion/Vectors

Week 3 (Sept. 7-) Ch 2 Kinematics/Vectors

Week 4 (Sept. 14-) Ch 3 Vectors

Week 5 (Sept. 21-) Ch 3 and 4 Vectors, Motion in 2 Dimensions, Newton's Laws

Week 6 (Sept. 28-) Ch 5 Newton's Laws, Friction,

Week 7 (Oct. 5-) Ch 5- 6 Newton's Laws of Motion and other applications

Week 8 (Oct. 12-) Ch. 7 and 8 Work, Power, Energy; **Mid Term Exam (in class)**

Week 9 (Oct. 19-) Ch. 7, Ch 8 (continued), Ch.9 Momentum and Impulse

Week 10 (Oct. 26-) Ch. 10, 11, 12 Rotational Motion, Rotational Mechanics

Week 11 (Nov. 2-) Ch. 12 Static Equilibrium, Ch. 13 Kepler's Laws and Gravitation

Week 12 (Nov. 9-) Ch. 15, 16, 17 Simple Harmonic Motion, Waves

Week 13 (Nov. 16) Ch. 17 Waves (continued), Vol. 2 Ch. 1-2 Thermodynamics

Week 14 (Nov. 23-) More on Temperature and Heat

Week 15 (Nov. 29-) Temperature and Heat, Review

Week 16 (Dec. 7-8) **Final Exam Tues. Dec.8, in class.** Course ends at that time.

Due Dates – Look at the “Due” column (under the arrow):
Mid Term and Final Exam are taken in class on dates
given in class.

DUE DATES FOR EXPERTTA Assignments and Tests



Intro to Expert TA -- due Sept. 1 but it does not count as a grade.

Assignment	Weight	Publish	Start	Due
Chapter 0 and 1 HW Intro and Measurement	1	Feb 01, 2022 12:01 AM	Mar 23, 2022 12:01 AM	Sep 08, 2026 11:59 PM
Chapter 2 and 3 HW Kinematics and Vectors	1	Feb 01, 2022 12:01 AM	Mar 23, 2022 12:01 AM	Sep 22, 2026 11:59 PM
Calculus Part 1-- Review of Derivatives and	1	Apr 01, 2022 12:01 AM	Apr 14, 2022 12:01 AM	Sep 22, 2026 11:59 PM
Test 1 -- Ch. 0, 1, 2	1	May 01, 2022 12:01 AM	Apr 05, 2022 12:01 AM	Sep 24, 2026 11:59 PM
Chapter 2 and 4 HW (do AFTER Ch 2 and 3 f	1	Feb 01, 2022 12:01 AM	Mar 24, 2022 12:01 AM	Oct 12, 2026 11:59 PM
Test 2 -- Ch. 3, 4, 5	1	May 01, 2022 12:01 AM	Apr 05, 2022 12:01 AM	Oct 15, 2026 11:59 PM
Chapter 5 and 6 HW Newton's Laws and Mo	1	Feb 01, 2022 12:01 AM	Mar 24, 2022 12:01 AM	Oct 22, 2026 11:59 PM
STUDY GUIDE FOR MID TERM (Not Graded)	1	Aug 01, 2022 12:01 AM	Oct 03, 2022 12:01 AM	Oct 22, 2026 11:59 PM
Chapter 7 and 8 HW Work, Energy, Power	1	Feb 01, 2022 12:01 AM	Mar 24, 2022 12:01 AM	Nov 10, 2026 11:59 PM
Test 3 -- Ch. 6, 7, 8	1	May 01, 2022 12:01 AM	Apr 05, 2022 12:01 AM	Nov 17, 2026 11:59 PM
Chapter 9 HW Momentum	1	May 01, 2022 12:01 AM	Mar 24, 2022 12:01 AM	Nov 19, 2026 11:59 PM
Chapter 13 and Ch 4.4 HW Circular Motion a	1	May 01, 2022 12:01 AM	Mar 24, 2022 12:01 AM	Dec 01, 2026 11:59 PM
Chapter 12 HW Statics and Torque	1	May 01, 2022 12:01 AM	Mar 28, 2022 12:01 AM	Dec 01, 2026 11:59 PM
Chapter 10 & 11 HW Rotational Motion and	1	May 01, 2022 12:01 AM	Mar 28, 2022 12:01 AM	Dec 01, 2026 11:59 PM
Chapter 15, 16 & 17 HW SHM and Waves	1	May 01, 2022 12:01 AM	Mar 28, 2022 12:01 AM	Dec 03, 2026 11:59 PM
Test 4 -- Ch. 10, 11, 12, 13	1	Apr 01, 2022 12:01 AM	May 10, 2022 12:01 AM	Dec 03, 2026 11:59 PM
Chapter (Vol. 2) Ch. 1-4 HW Heat and Thern	1	May 01, 2022 12:01 AM	Mar 28, 2022 12:01 AM	Dec 06, 2026 11:59 PM

ACCT 2301 25D0
Principles of Financial Accounting
Fall 2026

Instructor: Ariel Causey

Office: Virtual

Phone: N/A

Email: acausey@parisjc.edu

Office Hours: Email to schedule appointments

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. Generally Accepted Accounting Principles (GAAP) as applied to transactions and events that affect business organizations. Students examine the procedures and systems used to accumulate, analyze, measure, and record financial transactions. The course emphasizes the preparation and interpretation of key financial statements, including the balance sheet, income statement, statement of cash flows, and statement of shareholders' equity. Students also learn how financial information is used by external decision-makers and are introduced to International Financial Reporting Standards (IFRS).

Topics typically include:

- Accounting terminology, concepts, and assumptions
- The accounting cycle and adjusting entries
- Recording business transactions in accordance with GAAP
- Preparation of financial statements
- Analysis and interpretation of financial statements
- Cash versus accrual accounting
- Differences between U.S. GAAP and IFRS

Credits : 3 credit hours

Prerequisite(s) : N/A

TSI Requirement : Recommended Math complete

Required Textbook(s) and Materials:

You will need a computer and high speed internet. To use the Connect proctoring program you will need the Chrome Browser, have a web camera and microphone.

Note: iPads will not work with the Connect proctoring.

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Financial Accounting, Release: 2025, Author: Spiceland/Thomas/Herrmann**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

Course Goals and Objectives:

Course Goals

1. Understand the fundamental principles and concepts of financial accounting.
2. Develop the ability to record and report business transactions in accordance with U.S. GAAP.
3. Prepare and analyze financial statements used by external stakeholders.
4. Apply accounting information to support business decision-making.
5. Gain an introductory understanding of international accounting standards (IFRS).

Course Objectives

Upon successful completion of the course, students should be able to:

1. Use basic accounting terminology and explain the assumptions, principles, and constraints of the accounting environment.
2. Differentiate between accrual and cash-basis accounting and explain the impact of each method on financial reporting.
3. Analyze and record business transactions using U.S. Generally Accepted Accounting Principles (GAAP).
4. Prepare adjusting entries and complete the accounting cycle, including closing entries and ledger maintenance.
5. Prepare financial statements in proper GAAP format, including:
 - o Income Statement
 - o Balance Sheet
 - o Statement of Cash Flows
 - o Statement of Shareholders' Equity
6. Analyze and interpret financial statements using basic financial analysis techniques and ratios.
7. Describe key differences between IFRS and U.S. GAAP and recognize the role of global accounting standards.
8. Communicate financial information effectively to external users such as investors, creditors, and regulators.

Course Requirements and Evaluation:

The final course grade is based on the following:

Course Work	Percentage
Reading/Videos	10%
Smart Book	10%
Chapter Assignments	20%
Real-World Analysis	20%
Exams (Inc. Final) (3)	40% (10, 10, 20)
Total Percentage	100%

Grade Scale	Percent
A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	0%-59%

You should work all assignments as best as you can. Assignments will not be reopened.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:**Communication**

I will communicate announcements to the class through Blackboard. You should be logging in and checking announcements at least twice per week.

You can email me at acausey@parisjc.edu for questions. Please allow a 24-hour response time Monday through Thursday. Emails sent Friday- Sunday may be returned on the following Monday.

During our online course, I will be regularly and actively engaged with you during the semester.

1. There will be weekly announcements in Blackboard. You should log in at least twice a week to review announcements.
2. There are no weekly scheduled student hours. You are encouraged to log in virtually or email to seek help with the course content and assignments.

Late Work

- Due dates are noted in Blackboard and Connect. Assignments will automatically submit on the due date and time. **Assignments will not be re-opened to work.**
- Exams will be taken online using the Connect proctoring system. Check Blackboard and Connect for the days and times of exams.
- If there is an extreme circumstance, email me to discuss options available. It is at the instructor's discretion if assignments and/or exams are allowed to be made up.
- Students are encouraged to arrange to take exams early if advance notice of an absence is known and based on instructor approval of the circumstances.

Assignments

Reading the chapters and watching the video lectures are imperative to your success in the course. Both provide in-depth knowledge of the material being covered in each chapter. Video lectures will provide examples of topics covered. These will be a grade. Please do not skip them. They will post on Monday of each week. I would recommend completing the reading and videos before beginning chapter assignments.

Each assignment will have two overall attempts, and three check my works per question. You can save and exit as you work on the assignment. Once you hit submit, the assignment will be graded and sent to Blackboard. If you do a second attempt, the highest of the two attempts will be saved as your grade.

Homework

These are questions related to the content in the chapter to help you with understanding and application of the learning objectives for the chapter. These may include data visualization and questions using excel. The excel questions will be web based and no extra software is needed.

Application/Smart Book

These are interactive questions to help you apply your understanding of the chapter content.

Assignments are not a quiz or exam, but a way for you to practice the content covered in the chapter. I expect you to make mistakes and learn from them as you work the various assignments. Accounting is learned by doing, and the more you work the problems, the more you increase your learning of the content.

If you become stuck on a question, please email me letting me know:

- Name of the assignment
- Question number in the assignment
- If there are multiple tabs, which one you're stuck on
- What you're struggling with and how you've attempted the problem or what calculations you performed.

Students are expected to submit their own work on assignments and exams. This means using outside sources to provide answers, such as Chegg, friends, AI programs, online answer keys, using notes and textbook on exams, etc. is considered academic dishonesty.

- Going to tutoring is encouraged. There is a difference in receiving tutoring and using an outside source to provide answers. **If you have questions about what is considered academic dishonesty please contact me to discuss.**
- Using generative AI programs, such as Chat GPT, Perplexity, Gemini, etc., may be used to help you with understanding the content but **not for completing assignments.**

Using outside sources to do your work for you cheats you from the knowledge needed later on in your career. Accounting is the language of business and is something all businesses use. The course is designed to set you up for success as long as you do the work and put in the effort.

Exams

There will be reviews for you to complete to help prepare for the exam. These will not be graded and may not include everything on the exam. I will have Exam Information in Blackboard for each exam to provide chapters covered and availability of the exam.

- Students are required to take the final exam. It will be comprehensive (include all topics from the semester) and count as 20% of your overall grade. If a student does not take the final exam, they will receive a 0.
- The final exam may replace one of your lowest three exam grades. If an exam grade is a zero due to academic dishonesty, the final will not replace the zero. If the final is lower than any of your three exam grades, it will only count as the final.
- Exams (including Final) must be started and completed in one sitting. Exams will be timed and submitted automatically once time runs out.
- There is one attempt at each Exam (including the Final Exam).
- Exams will be proctored using McGraw Hill's proctoring program, Proctorio. There will be a practice exam for you to try before a real exam to ensure your computer settings will work with Proctorio.
- If you encounter a problem while taking the exam, first try closing the browser and re-logging into the exam. Do not submit the exam or try to refresh the exam. The time will continue counting down. If the problem persists, email me immediately describing the situation.
- Students are allowed an on-screen calculator (no cell phone), scratch paper and a 3x5 index card of notes. The proctoring system will have the calculator enabled.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Nov 12th*.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions

at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by email or in Blackboard announcements.

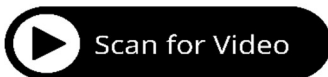
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This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

These dates/topics are subject to change at instructor discretion. The assignments will be the same from week to week (as indicated in Week 1) with the exception of exam weeks. All assignments (unless otherwise noted on Blackboard) will be due Sundays at 11:59pm.

DATE (Week of)	TOPIC	READINGS ASSIGNMENTS LECTURES
8/24	Ch 1 - Framework for Financial Accounting	Read Ch, SmartBook, Video, Assignment, Real-World Analysis
8/31	Ch 2 - The Accounting Cycle (During the Period)	↓
9/7	Ch 3 – The Accounting Cycle (End of the Period)	
9/14	Ch 4 – Cash & Internal Controls	
9/21	Review & Exam 1 (Ch 1 – 4)	Review assignment, Exam 1
9/28	Ch 5 – Receivables & Sales	Read Ch, SmartBook, Video, Assignment, Real-World Analysis
10/5	Ch 6 – Inventory & Cost of Goods Sold	↓
10/12	Ch 7 – Long-Term Assets	
10/19	Ch 8 – Current Liabilities	
10/26	Review & Exam 2 (Ch 5 – 8)	Review assignment, Exam 2
11/2	Ch 9 – Long-Term Liabilities	Read Ch, SmartBook, Video, Assignment, Real-World Analysis
11/9	Ch 10 – Stockholder's Equity	↓
11/16	Ch 11 – Statement of Cash Flows	
11/23	Ch 12 – Financial Statement Analysis	
11/30	Time Value of Money & Investments	Read Appendix C & D, Assignment
12/7	Final Exam Review & Final Exam	Comprehensive Review, Final Exam

ACCT 2302 20D0
Principles of Managerial Accounting
Fall 2026

Instructor: Ariel Causey

Office: Virtual

Phone: N/A

Email: acausey@parisjc.edu

Office Hours: Email to schedule appointments

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making.

Topics typically include:

- Product costing methodologies
- Cost Behavior
- Operational and capital budgeting
- Performance Evaluation

Credits : 3 credit hours

Prerequisite(s) : ACCT 2301

TSI Requirement : Recommended Math complete

Required Textbook(s) and Materials:

You will need a computer and high speed internet. To use the Connect proctoring program you will need the Chrome Browser, have a web camera and microphone.

Note: iPads will not work with the Connect proctoring.

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For this course, we will be using courseware integrated with MGH Connect (**Managerial Accounting, Release: 2025, Author: Whitecotton**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

Course Goals and Objectives:

Upon successful completion, students will be able to:

- Apply managerial accounting principles to real-world business scenarios.

- Prepare and analyze budgets and forecasts.
- Calculate and interpret cost behavior and CVP relationships.
- Use standard costing and variance analysis to assess performance.
- Apply activity-based costing and other costing methods.
- Use managerial accounting information for decision-making and strategic planning.

Course Requirements and Evaluation:

The final course grade is based on the following:

Course Work	Percentage
Reading/Videos	10%
Smart Book	10%
Chapter Assignments	20%
Case Analytics	20%
Exams (Inc. Final) (3)	40% (10, 10, 20)
Total Percentage	100%

Grade Scale	Percent
A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	0%-59%

You should work all assignments as best as you can. Assignments will not be reopened.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Communication

I will communicate announcements to the class through Blackboard. You should be logging in and checking announcements at least twice per week.

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Exams

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- Students are required to take the final exam. It will be comprehensive (include all topics from the semester) and count as 20% of your overall grade. If a student does not take the final exam, they will receive a 0.
- The final exam may replace one of your lowest three exam grades. If an exam grade is a zero due to academic dishonesty, the final will not replace the zero. If the final is lower than any of your three exam grades, it will only count as the final.
- Exams (including Final) must be started and completed in one sitting. Exams will be timed and submitted automatically once time runs out.
- There is one attempt at each Exam (including the Final Exam).
- Exams will be proctored using McGraw Hill's proctoring program, Proctorio. There will be a practice exam for you to try before a real exam to ensure your computer settings will work with Proctorio.
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Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

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Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by email or in Blackboard announcements.

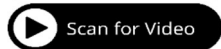
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

These dates/topics are subject to change at instructor discretion. The assignments will be the same from week to week (as indicated in Week 1) with the exception of exam weeks. All assignments (unless otherwise noted on Blackboard) will be due Sundays at 11:59pm.

DATE (Week of)	TOPIC	READINGS ASSIGNMENTS LECTURES
8/24	Ch 1 – Intro to Managerial Accounting	Read Ch, SmartBook, Video, Assignment, Case Analytics
8/31	Ch 2 – Job Order Costing	
9/7	Ch 3 – Process Costing	
9/14	Ch 4 – Activity Based Costing & Cost Management	
9/21	Review & Exam 1 (Ch 1 – 4)	Review assignment, Exam 1
9/28	Ch 5 – Cost Behavior	Read Ch, SmartBook, Video, Assignment, Case Analytics
10/5	Ch 6 – Cost-Volume-Profit Analysis	
10/12	Ch 7 – Incremental Analysis for Short-Term Decision Making	
10/19	Ch 8 – Budgetary Planning	
10/26	Review & Exam 2 (Ch 5 – 8)	Review assignment, Exam 2
11/2	Ch 9 – Standard Costing & Variance Analysis	Read Ch, SmartBook, Video, Assignment, Case Analytics
11/9	Ch 10 – Decentralized Performance Evaluation	
11/16	Ch 11 – Capital Budgeting	
11/23	Ch 13 – Measuring & Evaluating Financial Performance	
11/30	Final Review	Comprehensive Review
12/7	Final Exam	Comprehensive Final Exam

PSYC 2314.10H0
Lifespan Growth and Development
FALL I 2026

Instructor: Michelle Chapman
Email: mchapman2@parisjc.edu
Office Hours: By appointment only

Meeting Location: Paris Junior College
Meeting Days: Tuesdays & Thursdays
Meeting Times: 11:00 AM - 12:15 PM

Office Student Email Policy: Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic status, financial aid, billing, registration, and campus alerts, will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Course Description:

The study of Lifespan Growth and Development is a study of social, emotional, cognitive, and physical factors and influences on a developing human from conception to death. Core Curriculum satisfied for Social and Behavioral Science.

Credits: 3 SCH

TSI Requirement: College-level reading is required.

Prerequisite(s): None

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the Dragon Now, PJC's Equity Access Program. PJC has partnered with the Follett Access program and Pearson via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you **will NOT need to purchase** the required course materials separately. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have any questions about charges to your student account. You may contact the Business Office at <https://www.parisjc.edu/business/index.php>.

Your required e-textbook and course materials for PSYC 2314 are Feldman, R. S. (2023), Lifespan Development: A Topical Approach with PEARSON/REVEL, 5th ed., which will be delivered digitally through your Blackboard Ultra course. When you register and activate your PEARSON/REVEL account, use your PJC Dragon email address.

AI STATEMENT

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific; approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- Example of permitted use: Using AI to brainstorm topic ideas, check grammar, or generate a practice outline, with instructor approval and proper citation.
- Example of prohibited use: Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

MFA

To help protect student accounts and personal information, students are required to use Multi-Factor Authentication (MFA) when accessing college systems and online resources. MFA adds an extra layer of security by requiring users to verify their identity through a second method: a Microsoft Authenticator mobile app notification in addition to their password.

How to Use MFA:

1. Log in to your college account using your username and password.
2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

Dual credit students logging in to their high school wifi will not be required to complete the MFA process. Dual Credit students logging in anywhere else will be required to complete the MFA process.

Course Goals and Objectives:

Foundational Component Area: Lifespan Growth and Development. Social and Behavioral Science Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following

Core Objectives:

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
2. Communication Skills - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

4. Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Psychology Student Learner Outcomes: Upon successful completion of this course, students will:

1. Demonstrate knowledge of the major theoretical perspectives in psychology.
2. Interpret what constitutes valid research in the field of psychology.
3. Identify physiological and psychological variables influencing adaptive and maladaptive human behavior and mental processes.

Course Level Student Learner Outcomes: Upon successful completion of PSYC 2314, the student will:

1. Describe the stages of the developing person at different periods of the life span from birth to death.
2. Discuss the social, political, economic, and cultural forces that affect the development process of the individual.
3. Identify factors of responsible personal behavior about issues such as sexual activity, substance abuse, marriage, and parenting.
4. Explain the biosocial, cognitive, and psychological influences throughout the lifespan as an ongoing set of processes, involving both continuity and change.
5. Describe the different developmental perspectives of the major theories of development (i.e., cognitive, learning, humanistic, and psychodynamic).
6. Identify examples of some of the cultural and ethnic differences that influence development throughout the lifespan.
7. Discuss the various causes or reasons for disturbances in the developmental process.

PSYC 2314: Map of Course Objectives, Student Outcomes, Core Objectives, and Assignments

Course Objective	Program Student Learner Outcomes	State Core Objectives	Assignments
1. Describe the stages of the developing person at different periods of the life span from birth to death.	1. Demonstrate knowledge of the major theoretical perspectives in psychology. 2. Interpret what constitutes valid research in the field of psychology. 3. Identify variables, physiological and psychological, influencing adaptive and maladaptive human behavior and mental processes.	1. Critical Thinking Skills 2. Communication Skills 3. Empirical and Quantitative Skills 4. Social Responsibility	1. Collaborative Quizzes A, B, C, D, E, F, G 2. Sections 1, 2, 3, & 4 Essay Exams 3. REVEL reading comprehension quizzes. 4. Research Project 5. Mid-Term & Final Exam
2. Discuss the social, political, economic, and cultural forces that affect the development process of the individual.	1. Demonstrate knowledge of the major theoretical perspectives in psychology. 2. Interpret what constitutes valid research in the field of psychology.	1. Critical Thinking Skills 2. Communication Skills 3. Empirical and Quantitative Skills 4. Social Responsibility	1. Collaborative Quizzes A, B, C, D, E, F, G 2. Sections 1, 2, 3, & 4 Essay Exams 3. REVEL reading comprehension quizzes

	3. Identify variables physiological and psychological, influencing adaptive and maladaptive human behavior and mental processes.		4. Research Project 5. Mid-Term & Final Exam 6. Ethnocentrism Activity 7. Critical Thinking Collaborative Activity (Developmental Influences) 8. SLO Exit Quiz
3. Identify factors of responsible personal behavior with regard to issues such as sexual activity, substance abuse, marriage, and parenting.	1. Demonstrate knowledge of the major theoretical perspectives in psychology. 2. Interpret what constitutes valid research in the field of psychology. 3. Identify variables physiological and psychological, influencing adaptive and maladaptive human behavior and mental processes.	1. Critical Thinking Skills 2. Communication Skills 3. Empirical and Quantitative Skills 4. Social Responsibility	1. Collaborative Quizzes A, B, C, D, E, F, G 2. Sections 1, 2, 3, & 4 Essay Exams 3. REVEL reading comprehension quizzes 4. Research Project 5. Mid-Term & Final Exam 6. Ethnocentrism Activity 7. Critical Thinking Collaborative Activity (Developmental Influences) 8. SLO Exit Quiz
4. Explain the biosocial, cognitive, and psychological influences throughout the lifespan as an ongoing set of processes, involving both continuity and change.	1. Demonstrate knowledge of the major theoretical perspectives in psychology. 2. Interpret what constitutes valid research in the field of psychology. 3. Identify variables physiological and psychological, influencing adaptive and maladaptive human behavior and mental processes.	1. Critical Thinking Skills 2. Communication Skills 3. Empirical and Quantitative Skills 4. Social Responsibility	1. Collaborative Quizzes A, B, C, D, E, F, G 2. Sections 1, 2, 3, & 4 Essay Exams 3. REVEL reading comprehension quizzes 4. Research Project 5. Mid-Term & Final Exam 6. Ethnocentrism Activity 7. Critical Thinking Collaborative Activity (Developmental Influences) 8. SLO Exit Quiz
5. Describe the different developmental perspectives of the major theories of development (i.e., cognitive, learning, humanistic, and psychodynamic).	1. Demonstrate knowledge of the major theoretical perspectives in psychology. 2. Interpret what constitutes valid research in the field of psychology. 3. Identify variables physiological and psychological, influencing adaptive and maladaptive human behavior and mental processes.	1. Critical Thinking Skills 2. Communication Skills 3. Empirical and Quantitative Skills 4. Social Responsibility	1. Collaborative Quizzes A, B, C, D, E, F, G 2. Sections 1, 2, 3, & 4 Essay Exams 3. REVEL reading comprehension quizzes 4. Research Project 5. Mid-Term & Final Exam 6. Ethnocentrism Activity 7. Critical Thinking Collaborative Activity (Developmental Influences) 8. SLO Exit Quiz
6. Identify examples of some of the cultural and ethnic differences that influence development throughout the lifespan.	1. Demonstrate knowledge of the major theoretical perspectives in psychology. 2. Interpret what constitutes valid research in the field of psychology. 3. Identify variables,	1. Critical Thinking Skills 2. Communication Skills 3. Empirical and Quantitative Skills 4. Social Responsibility	1. Collaborative Quizzes A, B, C, D, E, F, G 2. Sections 1, 2, 3, & 4 Essay Exams 3. REVEL reading comprehension quizzes 4. Research Project 5. Mid-Term & Final Exam 6. Ethnocentrism Activity

	physiological and psychological, influencing adaptive and maladaptive human behavior and mental processes.		7. Critical Thinking Collaborative Activity (Developmental Influences) 8. SLO Exit Quiz
7. Discuss the various causes or reasons for disturbances in the developmental process.	1. Demonstrate knowledge of the major theoretical perspectives in psychology. 2. Interpret what constitutes valid research in the field of psychology. 3. Identify variables, physiological and psychological, influencing adaptive and maladaptive human behavior and mental processes.	1. Critical Thinking Skills 2. Communication Skills 3. Empirical and Quantitative Skills 4. Social Responsibility	1. Collaborative Quizzes A, B, C, D, E, F, G 2. Sections 1, 2, 3, & 4 Essay Exams 3. REVEL reading comprehension quizzes 4. Research Project 5. Mid-Term & Final Exam 6. Ethnocentrism Activity 7. Critical Thinking Collaborative Activity (Developmental Influences) 8. SLO Exit Quiz

Course Schedule:

Section 1 covers chapters 1 through 4

Chapter 1: An Orientation to Lifespan Development

Chapter 2: Genetics, Prenatal Development, and Birth

Chapter 3: Physical Growth and Aging across the Life Span

Chapter 4: Health and Wellness

Section 2 covers chapters 5 through 8

Chapter 5: Cognitive Growth: Piaget and Vygotsky

Chapter 6: Cognitive Growth: Information Processing Approaches

Chapter 7: Language Development

Chapter 8: Intelligence

Section 3 covers chapters 9 through 12

Chapter 9: Social and Emotional Development

Chapter 10: Development of the Self

Chapter 11: Moral Development and Aggression

Chapter 12: Gender and Sexuality

Section 4 covers chapters 13 through 15

Chapter 13: Friends and Family

Chapter 14: Schooling, Culture, and Society: Living in a Multicultural World

Chapter 15: Death and Dying

Method of Instruction/Course Format/Delivery:

PSYC 2314 is a hybrid course that combines face-to-face classroom instruction with online coursework delivered through the Blackboard Learning Management System (Blackboard). Students are expected to attend all scheduled class meetings and complete all required online assignments, quizzes, discussions, exams, and other course activities through Blackboard by the posted deadlines.

Success in this course requires regular participation both in the classroom and online. Students should plan to check Blackboard several times each week to review announcements, access course materials, complete assignments, and monitor their progress.

Basic Computer Requirements: As a general rule, a computer manufactured within the last five years is adequate. In addition to the basic system requirements, some course activities may require a webcam and common application software such as Microsoft Word, PowerPoint, and Excel. Institutional Technology (IT) states that Chromebooks, tablets, and smartphones are not adequate to perform all course functions. Google Chrome or Firefox is the recommended internet browser.

Technical Difficulties: Technical issues are not an excuse for missing assignment deadlines. Students are encouraged to complete assignments well before the due date to allow time to resolve any unexpected technical problems.

Computer access is available at the following PJC locations:

Paris Learning Center – (903) 782-0415

Greenville Center Library – (903) 457-8729

Sulphur Springs Center Library – (903) 885-2201

Course Requirements and Evaluation:**Evaluation Methods:**

- Students will have two major closed-book objective exams to demonstrate their knowledge of the course material. Each exam is worth 100 points. Students can earn up to 200 points on major exams.
- Students can earn up to 100 points on quizzes for the semester (25 points for each section).
- Engagement is an important part of hybrid classes; therefore, students can earn up to 100 points for engagement (15 points for the RAC Assignment, 15 points for the APA Quiz, 20 points for the cross-cultural Psychology Assignments, and 50 points for surveys).
- Students can earn up to 100 points on embedded Pearson Textbook Comprehension quizzes referred to as REVEL and 100 points on discussions.
- Extra Credit is built into the course: Students can earn up to seven extra credit points on the syllabus quiz and one extra credit point for the student acknowledgment form. Students who

activate their PEARSON/REVEL inclusive access (IA) within the first week of class will earn an extra credit point for a total of nine extra credit points.

Grading Criteria:

Students can earn up to a total of 600 points during the semester:

- **200 points - Two Major Exams:** Students will complete an online Midterm and Final examination. Each exam is worth 100 points.
- **100 points - Quizzes**
- **100 points - Embedded textbook PEARSON/REVEL Comprehension Quizzes**
- **100 points - Discussions**
- **15 points - RAC Assignment**
- **15 points - APA Quiz**
- **20 points - Cross-Cultural Psychology Assignment**
- **50 points - Surveys**
= 600 total possible points

- The following grading scale will be used
 - 540 points and above = A
 - 480-539 = B
 - 420-479 = C
 - 360-419 = D
 - 359 points and below = F

Course Requirements:

Exams: Students will complete two major proctored objective exams, each worth 100 points, to demonstrate their understanding of the course material. A detailed course schedule is provided in the syllabus at the beginning of the semester; therefore, students are responsible for being aware of all scheduled exam dates from the first week of class.

During exams, cell phones must be turned off and stored out of sight. The use of notes, textbooks, computers, smart devices, or any other external materials is strictly prohibited. These items must be closed, put away, and are not allowed to be accessed during the exam.

Students are responsible for downloading and installing Respondus LockDown Browser from the PJC website prior to the exam. Respondus LockDown Browser requires a webcam to record the screen strokes and frontal facial view, and along with a second camera (smartphone or tablet) that records a side view of your entire testing environment and hands throughout the entire testing session. Detailed instructions for downloading and installing the LockDown Browser are provided within the exam folders in Blackboard.

Proctoring Details:

- Exams will be taken at home using Respondus LockDown Browser with Monitor.

- A webcam and a second camera (the second can be your cellphone or a tablet) are required for monitoring during the exam.
- Students must download and install the LockDown Browser from the PJC website.
- Installation instructions are available in the exam folders.

Testing Environment Requirements: Respondus LockDown Monitor records your environment, movements, audio, computer screen, and keyboard keystrokes during the exam. To ensure academic integrity, the following guidelines must be strictly followed:

✓ Before the Exam

- Complete a tech check at least 24 hours before the exam to verify webcam functionality and LockDown Browser installation.
- Ensure your computer is fully charged or plugged in.
- Power your computer off and then power it back on before the exam to close all background applications.

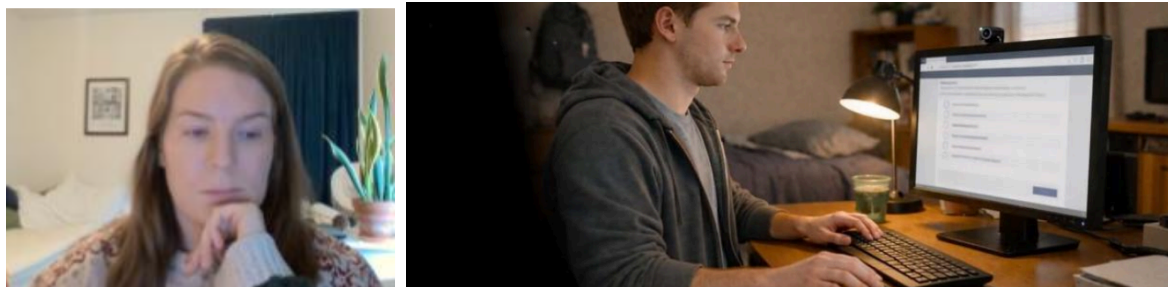
📷 Webcam & Room Scan

At the start of the exam, you must perform a **360° room scan** showing your entire workspace, including your desk, surroundings, and any materials present.

- Your environment should be free of all unauthorized materials, and you should not access the materials at any time during the exam period.
- Additionally, NO other individuals should be present while you are taking the exam.
- You must NOT engage in any form of conversation during this time.
- Accessing unauthorized materials or engaging in a conversation with others during the exam will result in an automatic zero, with no opportunity for a makeup.
- Your entire face and workspace must remain clearly visible throughout the exam.

Setting Up Your Second Camera During Exam Startup

These are the two angles that I want to be able to see: Side View and View From the Computer.



Positioning for a Side View

- Place the phone/tablet flat on a stable surface.
- Point it perpendicular to your body so it shows your desk, keyboard, mouse, and immediate surroundings. You will receive a score of zero if I see a cell phone visible or don't have a Side View.
- Avoid tilting or moving it during the exam.
- Ensure it has a clear view of your workspace and face.

Post-Exam

- The second camera recording stops automatically when you submit.
- Do not close the browser on your second device until the upload completes and you see “Session complete” support.respondus.com.
- If you do not wait until you receive the notification “Session Complete,” Blackboard will record a score of zero. This will count as a testing attempt. Students receive one attempt to complete the exam. Instructors can view the side-view video alongside the frontal webcam and screen recording in the proctoring dashboard.

Prohibited Items & Behaviors

- The testing area must be free of unauthorized materials, including:
 - Cell phones
 - Tablets
 - Smartwatches
 - Textbooks
 - Notes
 - Headphones/AirPods
- Any other electronic or personal items (this includes music playing)
- No other individuals may be present in the room during the exam.
- No communication (verbal or non-verbal) with others is allowed.
- No background applications or browser tabs may be open or opened during testing. LockDown Browser restricts access, but students are responsible for ensuring compliance. Attempts to open additional tabs or applications will result in auto-submission of the exam. This will count as an attempt. Students have one attempt. Additional attempts will NOT be permitted due to auto-submission of exams due to failure to follow instructions.

Monitoring & Review

- LockDown Monitor flags irregularities such as:
 - Leaving the camera view
 - Background noise or voices
 - Use of unauthorized materials
 - Suspicious movements or eye tracking
 - Suspicion of cell-phone use or other electronic use.

- All flagged or suspected incidents will be reviewed. **Violations will result in a score of zero** and possible disciplinary action.

Final Reminders

- Do not wait until the last minute to verify your setup.
- Start the exam within the designated time window (exams are open for one week before the closure date). Late starts will not be permitted.
- If you experience technical issues, report them immediately through the designated support channel. To contact PJC Tech Support, call (903) 782-0496 or email tech support at techsupport@parisjc.edu.

Respondus-proctored major exams are available for one week before the final closure date of the exam. The exam **MUST** be submitted during the week that the exam is available, as would normally occur in an in-person exam setting. No exceptions will be granted.

Failure to submit the exam by the stated deadline will result in an automatic score of zero. Students are provided ample advance notice of exam dates and are responsible for planning accordingly to ensure timely completion. All students are responsible for converting the exam deadline to their local time zone and submitting the exam on time. Misunderstandings or miscalculations related to time zones will not be accepted as valid excuses for late submission.

If a student anticipates any conflict that may interfere with their ability to complete the exam on time, it is their obligation to make arrangements to take the exam early. Requests to take the exam early must be submitted at least 72 hours before the exam opens. Extensions will only be granted in the case of documented, verifiable extenuating circumstances. These are strictly limited to serious medical emergencies (e.g., hospitalization) or the death of an immediate family member (documentation of extenuating circumstances is required). Documentation must be submitted within 48 hours of the missed deadline and must come from a licensed professional or official source. No other circumstances will be considered.

The following are NOT considered extenuating circumstances and will NOT justify an extension under any condition:

- Waiting until the last day to take the exam
- Forgetting the 11:59 PM CST deadline
- Miscalculating time zones
- Changes in work schedules or being scheduled to work during the exam window
- Being called in to work and not completing the exam on time because you were called into work unexpectedly.
- Technology issues, including internet outages, device failure, or platform access problems.

The exam will be available for a one-week period, which is sufficient time for all students to plan and complete the exam within the designated window. Students are expected to test their access and resolve

any technical issues well in advance of the deadline. Institutional systems are monitored for outages; claims of technical failure must be substantiated with evidence. It is the student's sole responsibility to ensure they have the necessary resources and availability to complete the exam on time. This policy is designed to ensure fairness and uphold academic integrity. No exceptions will be made outside the clearly defined parameters above. Plan ahead and act early.

Once the exam window closes, the exam will no longer be accessible and will not be reopened or re-administered under any circumstances. Excuses for failing to complete the exam during the open period will not be accepted. Students are expected to manage their time responsibly and plan ahead.

For the midterm exam only, students with a valid and verifiable excuse, limited strictly to serious medical emergencies (e.g., hospitalization) or the death of an immediate family member, may be permitted to complete an essay-based make-up exam. This make-up must be completed within three days of the midterm exam's closure. Extensions beyond this three-day window will not be granted. It is the student's responsibility to:

- Contact the instructor to request approval for the make-up exam
- Submit appropriate documentation (e.g., doctor's note, obituary) with your name listed.
- Arrange a time to complete the essay make-up exam within the three-day window.

Failure to complete the make-up exam within this timeframe will result in a zero for the midterm grade. Make-up exams or extensions are not available for the final exam period. Students must complete the final exam during the scheduled exam window.

Students will have exactly 75 minutes to complete each proctored exam—the midterm and the final. Time limits are strictly enforced. Students must begin and complete the exam within this window; no additional time will be granted for any reason (except for approved ADA accommodations).

The midterm exam will cover Chapters 1–8, and the final exam will cover Chapters 9–15.

All exams are closed-book and closed-note. Students are strictly prohibited from using textbooks, notes, unauthorized technology (including phones, smartwatches, or AI tools), or any external materials during the exam. Any violation of this policy will be treated as academic dishonesty and will result in disciplinary action. Students suspected of academic dishonesty will receive a zero for the exam or assignment, with no opportunity to complete makeup work or otherwise replace the grade. They will forfeit eligibility for any bonus points for the remainder of the semester. A second suspected violation of academic dishonesty will result in a final grade of "F" for the course.

All course content, including required readings, PowerPoint notes, quizzes, and supplemental resources, may be sampled for exam questions. Students are responsible for reviewing all materials provided throughout the course. Exams will consist of objective question formats, including true/false, multiple-choice, and matching.

Students are allowed only one attempt to take each exam. Once the exam is started, it must be completed in one sitting. Students are unable to pause the exam and then restart or retake the exam for any reason. This will count as an attempt. Students are allowed only one attempt. If you do, the Lockdown Browser will automatically submit the exam (see the information below regarding auto-submissions).

During proctored exams, students are required to remain fully engaged and visible for the entire duration of the testing session. The following actions are strictly prohibited and will trigger automatic submission of the exam by Respondus LockDown Browser Monitoring:

- Leaving the exam session for any reason before completion
- Opening additional browser tabs or windows
- Having the student's face or testing environment out of view at any time
- Conversing with another individual during the exam
- Using unauthorized technology or materials
- Engaging in any other behavior deemed suspicious or unauthorized (as outlined in the exam policy)

If Respondus LockDown Browser Monitoring automatically submits an exam due to any of the violations listed above, that submission will be recorded as the student's only attempt. No retakes or resets will be granted, regardless of the reason for the violation.

Directions for accessing the exam: To access and complete proctored exams, students must follow the steps below **exactly as outlined**. Failure to complete any step will result in the exam being inaccessible. No exceptions will be made.

Requirements:

Respondus LockDown Browser must be downloaded and installed before being able to access the exam.

All other applications must be closed before launching the exam.

A valid photo ID (government-issued or school-issued student ID) must be available for identity verification.

Access Steps:

1. Log in to Blackboard and navigate to the course.
2. Open the **Exam Folder**.
3. View all items in the folder **in order**, including:
 - Instructions for downloading and installing Respondus LockDown Browser
 - Exam review materials
 - Exam Acknowledgment form. *Note: If any item is skipped, the Exam Acknowledgment and the exam will remain hidden.*
4. Click on the **Exam Acknowledgment**, read it thoroughly, and answer the required question. You will be held accountable for the instructions contained in the exam acknowledgment forms for the Midterm and final exams. *You will not be able to access the exam without completing this step.*
5. Click on the **exam link**.

- If the LockDown Browser is not installed, you will be prompted to install it before proceeding.
- 6. **Do not click “Start”** until you have read all instructions and are fully prepared to begin. *You are responsible for all information contained in the Exam Acknowledgment.*
- 7. Clicking “Start” activates LockDown Browser Monitoring and begins your exam session.

Exam Makeup Policy: Students receive a detailed class schedule attached to the syllabus, including all exam dates and availability windows. Therefore, students are fully informed of when major exams will occur from the beginning of the semester. If a student anticipates a scheduling conflict, it is their responsibility to arrange to complete the exam before the scheduled closure. Once a proctored exam closes, it will not be reopened or re-administered, regardless of the excuse.

Students with a valid and verifiable excuse, limited strictly to serious medical emergencies (e.g., your hospitalization) or the death of an immediate family member, may be permitted to complete an alternative essay-based make-up exam for the midterm only. Documentation (e.g., doctor’s note, obituary where you are listed as a survivor, occurring during the week of the exam's availability) must be provided, and the make-up exam must be requested and completed within three (3) calendar days of the midterm exam’s closure. Failure to meet this deadline will result in a grade of zero (0) for the midterm exam.

Waiting until the last day to take an exam is not a valid excuse for missing the deadline. Students who delay and encounter unforeseen issues, such as work conflicts, schedule changes, or technical problems, will not be granted an extension. These situations are not considered extenuating circumstances. No extensions or make-up exams will be granted for the final exam under any circumstances. The final exam must be completed and submitted before the closure date and time listed in the syllabus schedule. Note: This policy applies to major exams only.

Quizzes: Quizzes are an essential part of the course, designed to encourage students to stay engaged with the material and develop disciplined reading habits. Each quiz corresponds to the chapters currently being covered and must be completed by the due date listed in the course syllabus schedule. Students are allowed only one attempt per quiz. Quizzes are set to forced completion, meaning that once a quiz is started, it must be finished in one sitting; exiting and returning later is not permitted. Starting a quiz constitutes an attempt, regardless of how many questions are answered. Students are allowed one attempt.

Each quiz has a 60-minute time limit, which is sufficient for students who have completed the assigned readings. While students may use their textbook and other course materials during the quiz, the time limit does not allow for looking up every answer. Therefore, students are strongly encouraged to read and study the assigned chapters before beginning the quiz.

Quizzes consist of multiple-choice, true/false, and matching questions. Once a quiz closes, it will no longer be accessible, and students will not be able to submit or earn points. Late submissions will receive a grade of zero, and quizzes will not be reopened under any circumstances. **Late coursework is not**

accepted. Students are encouraged to reflect on their quiz performance and review missed questions in preparation for major exams. Although correct answers are not revealed in quiz results to preserve academic integrity, all answers can be found in the textbook. Students are expected to locate and review the correct information independently. Up to 100 quiz points can be earned over the course of the semester.

Engagement: Students will earn engagement points throughout the semester based on their active participation in the online classroom. These points are tied to specific assignments, including the RAC Quiz, APA Quiz, Cross-Cultural Assignment (worth a combined 50 points), and Surveys (worth 50 points), totaling 100 engagement points for the semester. Students are expected to attend class regularly and complete all assigned work by the posted deadlines. Consistent engagement is required from the start to the end of the semester; failure to remain actively involved may negatively impact the student's overall performance and engagement score.

Discussions: Discussion topics will be posted for Sections 1, 2, and 3. These discussions are intended to help students apply course concepts and develop critical-thinking skills. Each discussion assignment has unique instructions, expectations, and learning objectives. Students are required to carefully read and follow the instructions for each discussion, including but not limited to word limits, required content, and formatting per APA specifications. Students should not assume that discussions follow a uniform format, instruction set, or grading criteria. Before writing and submitting a response, students must thoroughly review both the discussion instructions and the grading rubric. Failure to follow the posted guidelines may result in a reduction of points. Students are required to use the current assigned course textbook *exclusively* as the supporting source for discussion responses. No other sources are permitted unless explicitly stated otherwise in the discussion instructions.

Important Reminders

- Proper grammar, punctuation, spelling, word usage, and textbook citation are required for all submissions.
- To earn the maximum number of points, students must fully and clearly address all required components of the discussion topic as outlined in the instructions and grading rubric.
- Students are permitted one submission per discussion. Multiple attempts or revisions are not allowed.
- Discussions close on the due date listed in the syllabus schedule. Once a discussion closes, late submissions will not be accepted, and no credit will be awarded, regardless of circumstances.
- Emailed submissions, hard copies, or submissions sent through any method other than the designated discussion link will not be accepted.

Grading Criteria

Discussion is worth 100 points for the semester and is evaluated according to the following criteria:

- Development of Ideas – 50%
- Focus and Coherence – 20%
- Organization – 10%

- Conventions (Grammar and Mechanics) – 10%
- Voice – 10%
- Use of unauthorized sources, plagiarism, and late submissions will receive – 0%

The grading rubric includes multiple performance levels. Point values within each criterion are determined by the quality, depth, and accuracy of the student's response and how effectively the discussion topic is addressed. For example, a score of "4" in *Development of Ideas* indicates that the student correctly and thoroughly addresses all required aspects of the relevant theory or school of thought. Discussion grades and feedback may be viewed via the score link in the course gradebook by clicking on the submitted assignment score. This will display the instructor's comments and rubric-based scoring. Please note: Discussion assignments are graded after the section has closed.

REVEL: REVEL is the required publisher's interactive learning platform for this course, providing access to the course e-textbook and embedded comprehension adaptive quizzes for each chapter. These quizzes are integrated directly within the e-textbook on the publisher's platform and are a mandatory component of the course. Through the Dragon Now program, students receive automatic first-day access to the e-textbook. Embedded textbook comprehension quizzes are embedded throughout each chapter of the textbook. The embedded comprehension quiz consists of 5–7 questions. REVEL comprehension quizzes close on the due date listed in the syllabus schedule. Students are responsible for completing all assigned embedded textbook comprehension quizzes by the deadlines specified in the course syllabus. Consistent access to the REVEL platform is required to successfully fulfill the course REVEL point requirements.

Students **must** activate their Equity Access (Dragon Now) REVEL account using the **Pearson Tools** link in Blackboard. Step-by-step access instructions are available in the **Start Here** folder.

Access Requirements

- Students must use the **Pearson Tools** link in Blackboard to:
- Activate their REVEL account to:
- Access the e-textbook
- Complete all embedded comprehension quizzes
- Accessing Revel through any other path may prevent grades from syncing properly with Blackboard. Students are responsible for using the correct access link.

Account Setup Requirements: To ensure proper grade transfer:

- Students must use their legal name exactly as it appears on the official course roster when creating the REVEL account.
- The name must match letter-for-letter between Revel and the college course roster.
- Using a nickname, shortened name, initials, or any alternate variation may prevent grade syncing.
- The instructor is unable to correct grade issues caused by incorrect account setup. Students must contact the Publisher Tech Support to correct name issues.

Failure to follow these guidelines **may negatively affect your final course grade.**

Accessibility Features: REVEL includes built-in accessibility tools, including:

- Audio (read-aloud) functionality
- Access via the free REVEL mobile app (smartphone or tablet)

Important: Students must first **set up and activate their Pearson account on a computer** before accessing course materials through the mobile app.

REVEL is designed to enhance:

- Reading comprehension
- Long-term retention
- Exam preparation
- Active engagement with course material

Embedded Comprehension Quiz Policies:

- All comprehension quizzes close on the due dates listed in the syllabus schedule.
- All comprehension quizzes close at 11:59 PM CST on the posted due date.
- Once a quiz closes, students lose the ability to access or earn credit for that quiz.
- Closed quizzes may be reviewed for study purposes only in preparation for major exams.
- No late submissions, extensions, or makeup opportunities are permitted for REVEL comprehension quizzes under any circumstances.

Points and Grading

- The comprehension quiz points are cumulative across the semester.
- A total of 675 comprehension quiz points are available for the semester.
- Comprehension quiz points contribute to the Engagement portion of the final course grade.
- Points are calculated based on the total number of comprehension quiz points earned. To earn the full 100 REVEL points for the semester, students must earn at least 500 points by the end of the semester.
- REVEL comprehension quiz points are not posted until the end of the semester.

Students are responsible for monitoring their quiz completion in REVEL and ensuring all work is submitted **before each posted deadline**.

Required REVEL assignments are limited to:

- Reading the assigned textbook content
- Completing the embedded comprehension quizzes

All other graded coursework is located within the appropriate section folders in Blackboard.

Due Date: All assignments must be submitted by the due dates listed in the course syllabus schedule, located in the final pages of the syllabus.

Students must NOT rely on the “Gradebook” or “Calendar” tabs in Blackboard Ultra to determine assignment deadlines. *Assignments that are not open will not appear in those areas, and failure to consult the syllabus schedule may result in missed work.* I use the syllabus schedule, NOT the Gradebook or Calendar, to determine whether an assignment is late.

REVEL comprehension quizzes and discussion close on the due date indicated in the syllabus schedule.

Students who miss an assignment because they did not follow the syllabus schedule will not be granted access once the assignment has closed.

Students are strongly encouraged to submit assignments in advance of the deadline to avoid potential issues such as technical difficulties, illness, or scheduling conflicts. Any work not submitted by the stated due date will be considered late. Assignments will remain accessible for a limited grace period following the due date (with the exception of REVEL comprehension quizzes and discussions) until the course section officially closes. This grace period constitutes the only extension that will be granted. Assignments submitted after the due date but prior to the section closure will be subject to a grade penalty, with a maximum possible score of 50% of the total earned points. Once a section has closed, assignments will no longer be accessible. No submissions will be accepted, and no credit will be awarded for coursework after the closure. Assignments will not be reopened under any circumstances.

Final Exam: Students are required to complete and submit the final exam by the closure date listed in the syllabus schedule. The final exam must be submitted no later than 11:59 PM CST on the scheduled due date. There are no exceptions to this deadline. It is the student’s sole responsibility to plan ahead, manage their time, and ensure timely submission. Late submissions will not be accepted under any circumstances.

Extra Credit: Students can earn extra credit points by completing extra credit assignments built into the class. Extra credit assignments are worth varying points. Extra credit assignments are not designed to replace missed assignments or exams. Students will not be eligible to earn points on these activities once the extra credit assignment closes. The following are the extra credit opportunities available on the first class day:

- The Syllabus quiz is worth seven (7) points.
- The Student Acknowledgment is worth one (1) point.
- Students who create their REVEL account using their name as it appears on the course roster during the first day of class will earn one (1) extra credit point. This opportunity is only available during the first day of class. Your textbook is provided through the Dragon Now program and will be available to you beginning on the first day of class.

Course Policies:

Communication: Students must use the **internal classroom messaging system in Blackboard** as the official method of written communication regarding all course-related questions and concerns. Per PJC

policy, messages sent Monday through Thursday will receive a response within 24 hours. Messages sent on Fridays, weekends, during campus closures, or on holidays will receive a response the following Monday or the next official business day. Any exceptions to this schedule will be communicated through the internal course messaging system. Emails sent to my external office email will be redirected to the Blackboard message system and will not be considered official communication. To ensure timely and documented responses, students are expected to use only the internal messaging feature within the course. Failure to do so may result in delayed or missed responses.

Course Announcements: Course announcements serve as a critical communication tool for conveying important information throughout the semester. Announcements may include, but are not limited to, assignment deadlines, policy changes, schedule changes, exam instructions, and other essential course updates. Students are expected to check course announcements regularly and are fully responsible for all information posted, regardless of whether they choose to review it. It is the student's duty to stay informed by checking announcements frequently. Lack of awareness due to not reading announcements will not be accepted as a valid excuse for missed deadlines or misunderstandings regarding course expectations. Failure to monitor announcements may result in missed deadlines, reduced participation or engagement scores, and inadequate preparation for course activities or exams. Extensions will not be granted due to missed or overlooked announcements. Blackboard tracks announcement activity and provides instructors with access to view reports. Students should not assume that verbal reminders or email correspondence will replace official course announcements. To remain informed and successful in the course, students must consistently monitor announcements throughout the semester.

Dragon Watch Retention Program: The Advising/Counseling Center has implemented a retention program. I have been asked to refer students to the program throughout the semester if a student is having difficulty completing assignments or has poor attendance. Students will be contacted by someone in the Student Advising & Counseling Department if they are referred to the retention program. The success coaches will inquire how they can assist you in meeting your academic goals.
<https://www.parisjc.edu/advising/index.php>

Online Resources: The Paris Junior College Social Science Division uses the Blackboard Ultra Learning Management System for online, hybrid, and web-enhanced face-to-face courses. The PJC Blackboard login web page can be found at <https://parisjc.blackboard.com>. The initial Blackboard login username is the student's first initial + last name + last 4 digits of the student's ID number (e.g., jdoe1234). The initial password is the student's 8-digit birthday in an MMDDYYYY format (Blackboard will make students reset the password after they log in with their birthdate; make sure you write down your new password). PSYC 2314 will use REVEL, an interactive platform provided by the publisher (Pearson). The REVEL access and registration link (Pearson Tools) is embedded in the course. Students must utilize the Pearson Tools link to create their PEARSON/REVEL account to obtain access to their e-textbook and the PEARSON/REVEL Embedded Comprehension Quizzes. Access to the PEARSON/REVEL interactive embedded textbook and PEARSON/REVEL Comprehension Quizzes is available via the Dragon Now Interactive Access.

Netiquette: When communicating via the online mechanisms of this course, it is important to remember that those communications are conducted in a public forum and should reflect a level of professionalism reflective of that forum. At a minimum, communications should be respectful of others and use appropriate writing mechanics (spelling, grammar, etc.).

Class Attendance: Class attendance and active participation are essential for success in this hybrid course. Students are expected to attend all scheduled face-to-face class meetings on Tuesdays and Thursdays and complete all required online assignments through Blackboard by the posted deadlines. Attendance will be based on both classroom participation and completion of required coursework. Simply attending class without completing online assignments, or completing online assignments without attending class, does not constitute full participation in the course. Students are responsible for checking Blackboard regularly for announcements, assignments, and course materials. It is recommended that students log in multiple times each week to stay current with course expectations.

Students wishing to withdraw from the course should not assume that the instructor will automatically process a withdrawal. It is the student's responsibility to complete the official withdrawal process. Students who stop attending class or stop submitting coursework will receive a zero for missed assignments and may receive a failing grade in the course. Weekly attendance and academic progress are reported to the college in accordance with PJC policies. Students who fail to attend class regularly or complete required coursework may be referred through the college's retention process.

Official Reporting Date (ORD): Students must attend class and complete the required introductory assignments by the Official Reporting Date (ORD) to remain enrolled in the course. Specific due dates are provided in the course schedule and Blackboard. Students who fail to meet ORD requirements may be dropped from the course in accordance with college policy.

Class Conduct: Please turn off or silence and put away all cell phones, pagers, AirPods, headphones, tablets, computers, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Disruptive behavior will not be tolerated under any circumstances. Students who fail to follow classroom guidelines compromise the educational experience of their peers and undermine the integrity of the learning environment. All individuals are expected to recognize the importance of maintaining a constructive and respectful academic atmosphere. Professional conduct is required at all times and in all forms of communication, both verbal and written. Students must act with civility and demonstrate respect toward others participating in the course. Failure to adhere to classroom expectations may result in disciplinary action, up to and including expulsion. Disruptive students will be asked to leave the classroom for the day. Any student who is asked to leave more than three times during the semester will automatically receive a grade of “F” for the course.

Examples of disruptive behavior include, but are not limited to, the following:

- Talking in a disruptive manner
- Using socially unacceptable language

- Cheating/plagiarizing on an assignment or exam

Examples of a constructive educational environment include, but are not limited to, the following:

- Remaining actively engaged in the course
- Using socially acceptable language in all discourse.

Academic Honesty: In the pursuit of learning, students are expected to engage in honest academic work and uphold the highest standards of integrity. Academic dishonesty, including cheating, plagiarism, collusion, falsification, or other forms of misconduct, undermines the learning process and will not be tolerated. Students who engage in academic dishonesty on an assignment, quiz, or exam will receive a grade of zero (0) for that work. Depending on the nature and severity of the violation, additional academic sanctions may be imposed, including referral to the appropriate Division Vice President and disciplinary action as outlined in the PJC Student Handbook. A second violation may result in a failing grade for the course. Students who wish to contest an academic dishonesty determination may follow the formal appeals process described in the PJC Student Handbook.

Artificial Intelligence (AI): Artificial intelligence (AI) tools (e.g., ChatGPT, Gemini, Copilot, Grammarly AI, or similar technologies) may be used as learning tools to support brainstorming, generating study questions, improving grammar, clarifying concepts, or providing feedback on drafts. However, AI may not be used to complete assignments on your behalf or to generate work that you submit as your own. Students are expected to critically evaluate any AI-generated content for accuracy and are fully responsible for all work submitted in this course. Submitting AI-generated responses, essays, discussion posts, or other assignments as original work constitutes academic dishonesty. If you are unsure whether a particular use of AI is appropriate for an assignment, ask the instructor before submitting your work.

Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to:

- Cheating on quizzes or examinations.
- Copying another student's work or allowing another student to copy yours.
- Plagiarizing words, ideas, images, or other intellectual property without proper citation.
- Submitting work created wholly or substantially by another person or by artificial intelligence as your own.
- Collaborating on an individual assignment without instructor permission.
- Using unauthorized notes, devices, websites, AI tools, or other resources during quizzes or examinations.
- Obtaining, distributing, buying, selling, or sharing exam or assignment materials without authorization.
- Falsifying or altering academic records or coursework.

Students are responsible for understanding and following the college's academic integrity policies. If you have questions about proper citation, collaboration, or the appropriate use of AI, please ask before submitting your work. Ignorance of these policies does not excuse academic misconduct.

ADA Statement: It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This college will adhere to all applicable federal, state, and local laws, regulations, and guidelines concerning providing reasonable accommodations as required to afford equal educational opportunity. It is the students' responsibility to complete the Accommodation Request form in MyPJC on the Student tab under Reports and Forms and to upload diagnostic documentation. You may contact the Student Advising & Counseling Center at (903) 782-0426. Students presenting a "Letter of Accommodations for timed assignments and exams who choose not to utilize their approved accommodations must sign an accommodation waiver. Students with oral testing accommodations should arrange details with their instructor at least two weeks before an exam.

Withdrawal Policy: The student must notify the instructor if he or she desires to withdraw from the course before the final date of withdrawal from a course with a grade of "W" (check the PJC Calendar and Student Handbook for specific withdrawal dates for each semester). Students wishing to withdraw from a course should initiate the withdrawal by

- logging into MyPJC,
- Once in MyPJC, select the STUDENT Tab,
- Select Reports and Form Admin on the left menu,
- Scroll down and select the Withdrawal Form.
- Select the course you are requesting to drop,
- Select if you receive financial aid,
- Click Go to the next page,
- Select the reason for the withdrawal.
- Check the box indicating you certify the form,
- Select Submit.

Once I receive an email notification that a withdrawal request has been submitted, I will approve the withdrawal and submit the form. Students should also note that, beginning with the fall 2007 academic term. An institution of higher education may not permit an undergraduate student to withdraw from more than six courses. This six-course limit includes transferred courses that students have withdrawn from at another institution of higher education.

After the official withdrawal date, a student cannot drop a course with a grade of "W". Please see the attendance policy in the catalog for additional information. Failure to complete the withdrawal process may result in the student receiving a final grade of "F". If a student misses an excessive number of classes, the instructor does have the right to withdraw the student from the course. It is **not** the instructor's responsibility to withdraw a student, **nor** is it my policy to withdraw students. *If a student quits attending class without withdrawing from the course, I will record a grade of zero (0) for all missed assignments when calculating the student's final course grade.*

It is to be noted that all drops must be processed before the semester withdrawal date to receive a grade of “W”. After the official withdrawal date, a student cannot withdraw from a course with a grade of “W”.

Advice: This course is reading-intensive and fast-paced, particularly in the 8-week accelerated format. We will progress rapidly through the material, typically one chapter during each class meeting, and it is very easy to fall behind without disciplined time management. The final pages of the syllabus contain a detailed class schedule outlining daily expectations. Students are strongly encouraged to read ahead and work progressively to stay on track and manage their workload effectively. Those who consistently prepare, read, and manage their time are significantly more successful in this course. If you encounter difficulty with the material at any point, contact me immediately. Most issues can be addressed or resolved if identified early in the semester. Do not wait until deadlines pass to seek help. Students must pay close attention to section closure dates, which are listed in the syllabus schedule. **These deadlines are final and non-negotiable. To ensure fairness and consistency for all students, I do not make exceptions.** Students have ample opportunity to submit work early, and the closure date represents the last possible opportunity to earn credit for any assignment, activity, or exam. If a student misses a closure date, they will not be permitted to complete the missed work and will receive a score of zero (0). Plan ahead, stay engaged, and take responsibility for meeting all deadlines.



English 2322.81A0 British Literature I Fall 2026

Instructor: Preslee Beumer
Office: PTAA Greenville Campus
Phone: 903-257-3920
Email: pbeumer@parisjc.edu

Meeting Location: PTAA Greenville Campus
Meeting Days: Mon & Wed
Meeting Times: 2:10 - 3:45pm
Office Hours: Tuesday & Thur 8:00 - 8:30

Course Description:

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth

Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Required Textbook(s) and Materials:

- KGreenblatt, Stephen, eds. et al. The Norton Anthology of English Literature: Major Authors, Shorter Eleventh Edition, Volume 1. New York: Norton, 2024. ISBN#: 978-0-393-91963-9 (Provided online)
- MLA documentation manual (the Purdue Owl Writing Lab site is free and accurate!)

Course Goals and Objectives:

Foundational Component Area: Language, Philosophy, and Culture

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.

3. Demonstrate Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis Statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 2322 Course-Level):

This course is designed to prepare students with skills for lifelong learning—

1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.

5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Course Requirements and Evaluation:

Required Activity:

The student will be required to complete reading assignments, participate in class and group discussions, complete an Essay Exam over an assigned topic, present an oral research project as part of an assigned group, and perform satisfactorily on examinations and quizzes. He/She will take four unit exams concerned with ideas presented by literature, techniques discovered in the literature, biographical information on authors, and historical perspective. The student may also be given announced/ unannounced reading quizzes.

Graded Work

The tables below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

Summary of Graded Work

Assignments	% of Grade
Labs in Blackboard	15%
Discussions	15%
Journal Entries	10%
Peer Reviews	10%
Essays	50%

TOTAL: 100%

Final Grade

Percentages	Letter Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D

0-59%	F
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Course Policies:

Exams:

All major exams MUST be taken using Respondus Lockdown Browser. Instructions for downloading the browser are posted in BB under “Start Here.”

Attendance and Make-up Work:

Class attendance is **expected**. A student may not have more than **four absences**. After the fourth absence, five points per absence will be deducted from the student’s grade. If a student is more than ten minutes late, the student will be counted absent. If a student leaves class early (without prior arrangements), the student will be counted absent. A student who stops attending after the last drop date will receive an F in the course.

Students are responsible for notes and assignments missed. No more than one late paper shall be allowed. A paper will receive a five-point deduction per day (including non-class days) and will not be accepted more than one week late. Papers are considered late if they are not handed in at the **BEGINNING** of the class in which the assignment is due.

Writing Center:

Students seeking assistance with writing assignments will receive one-on-one help in AD125 on the Paris campus. This can be beneficial tutoring for students at ALL writing levels, and **it’s free!** Call 903-782-0314 for an appointment. You can also e-mail your paper to writingcenter@parisjc.edu. Include the essay topic with your paper, so the tutor can assist you.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day a student can withdraw from a course with a grade of “W” is November 12, 2026.

Class Conduct:

Please give your undivided attention during class time so that you get the most out of this course and so that you do not waste my or your time. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

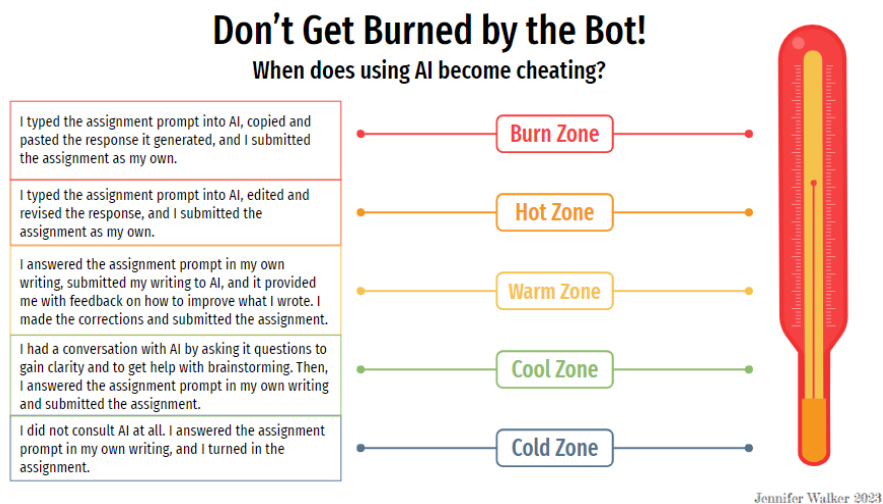
In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating, plagiarism, use of AI, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action, such as dismissal from the college. These students will

immediately receive a score of zero on the assignment in question with no possibility of makeup work. Students who are suspected of cheating due to questionable activity may be required to prove their innocence. Please note: the burden of proof rests upon the student, not the professor. In order for students to prove questioned innocence at any time during the semester, it is highly recommended that essay drafts be typed into Google Docs so that the version history may be pulled as evidence.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.



A research paper submitted without a works cited page (in MLA format) and/or without parenthetical citations constitutes plagiarism and will be subject to the above consequences. The paper grade will be a zero.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog

& Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This college will adhere to all the applicable federal, state and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising and Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by Blackboard Announcement.

*All assigned readings are to be completed BY THE DAY DESIGNATED FOR A JOURNAL CHECK. NO EXCEPTIONS. Please make note of note check days on the calendar.

CHECK. NO EXCEPTIONS. Please make note of note check days on the calendar.

Week	Readings and Assignments
Week 1 8/25 - 8/31	Course Introduction "The Dream of the Rood," 33-37; The Middle Ages
Week 2 9/1 - 9/7 NO SCHOOL MONDAY	Epic qualities; Beowulf, 37-70; Complete Part I quiz on Blackboard
Week 3 9/8 - 9/14	Beowulf , 70-89; Complete Part II quiz on Blackboard

	Beowulf, 89-109; Complete Part III quiz on Blackboard; Required research articles and film
Week 4 9/15-9/21	Sir Gawain and the Green Knight; FITT I, 247-260; FITT ii, 260-273; Romance qualities; Sir Gawain and the Green Knight; FITT iii, 273-291; FITT iv, 291-302;
Week 5 9/22-9/28	Chaucer 302-309 Fabliau "The General Prologue," 309-328; Write outline for Essay Exam (Research Argumentation)
Week 6 9/29-10/5	"The Miller," 329-344; Complete quiz on BB before class (covers General Prologue and The Miller)
Week 7 10/6-10/12	"The Wife of Bath," 345-373; Final draft of Research Paper due; Complete quiz on BB before class Legend of King Arthur (lecture notes)
Week 8 10/13-10/19 NO SCHOOL WEDNESD AY-FRIDAY	Malory, 375-376 Morte Darthur, 376-394;
Week 9 10/20-10/26	16th/17th centuries; Bible, 437-441 Assign topics and groups for oral presentation Shakespeare, 610-614 Othello (Acts 1, 2), 626-664
Week 10 10/27-11/2	Othello (Acts 3, 4, 5), 664-711; complete quiz on BB before class (will cover the entire play) Othello film
Week 11 11/3-11/9	Othello film
Week 12 11/10-11/16 *last day to withdraw: 11/12	Project Workshop Epic qualities revisited Milton, 864-867 Paradise Lost, 894-895; Book 1, 896, lines 1-26; Book 2, 915-937

Week 13 11/17-11/22	Paradise Lost, Book 9, 983-1009; Book 10, 1009-1022; complete quiz on BB before class Project Workshop
11/23 - 11/27	Swift, 1211-1213 Gulliver's Travels, 1214-1216; Part 3, Chapter 2, "The Flying Island of Laputa," link provided in BB Week 14; Part 3, Chapter 10, "The Strulbruggs," link provided in BB Week 14; complete quiz on BB before class THANKSGIVING BREAK
Week 15 12/1-12/7	Group presentations must be posted by Sunday 11:59 pm on Nov. 30th we will view presentations during class on Monday.
Week 16 12/8-12/9 *semester ends on Friday	Final Exam

Paris Junior College



Federal Government 2305.76A0 Syllabus

2026-2027
Fall Semester

Instructor Information

Name: James Owsley
Office Location: Adjuncts Office, Greenville Center
Office Phone: 903 217-1536
Email: jowsley@parisjc.edu
Office Hours: **by appointment.**

Course Information

Course Title: Federal Government Govt. 2305
Class Room Number: Lone Oak High School
Class Meeting Days & Times: **Monday, Wednesday 9:04-9:58 pm**

Methods of Instruction/Course Format/Delivery: The delivery for this course is lecture based.

Course Description: Federal Government (Federal Constitution and Topics)

This course leads students through an analysis of the Constitution of the United States, the political

and philosophical foundations of American government, government institutions, political behavior,

and civic engagement. Topics of the course include the origin and development of the U.S.

Constitution, structure and powers of the national government including the legislative, executive,

and judicial branches, federalism, political participation, the national election process, public policy,

civil liberties, and civil rights.

Credits: 3

TSI Requirement: 351 R

Prerequisite(s): N/A

Required Textbook(s) and Materials:

Web-text:

Central Ideas in American Government, Paris Jr. College 15th ed., by Soomo Learning, ISBN: 9781954890992

Note About Inclusive Access: Access to this web-text is included with course costs and

fees.

Students who opt out of inclusive access will not have access to required materials. See page 7 of

this syllabus for more information.

Computer Requirement: In addition to the required web-text, students must have regular access to

a computer capable of supporting Blackboard Learn, the Respondus Lockdown Browser (with

webcam test monitoring), internet access, and common computer applications (e.g.,

Microsoft Word

and PowerPoint). Phones and tablets may not be compatible with Blackboard and should not be

solely relied upon to access course material.

IMPORTANT NOTE: This course is reading-intensive and may become overwhelming for students who

do not effectively manage their time, particularly within the accelerated 8-week format.

The course

material will be covered at a rapid pace. The risk of falling behind increases if effective time

management strategies are not used.

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Core Objectives and Student Learning Outcomes:

Interpreting Objectives and Planning for Success: The Texas Higher Education Coordinating

Board established the core objectives and learning outcomes of this course as requirements of the

Texas Core Curriculum. Competent demonstration of outcomes and objectives should be understood as minimum performance requirements. Students committed to success will complete all

readings, assignments, and exams on time to produce acceptable evidence that objectives and

outcomes have been met or exceeded.

Core Objectives:

Students completing this course will demonstrate competency in the following Core Objectives:

1) Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.

2) Communication Skills—to include effective development, interpretation, and expression of

ideas through written, oral, and visual communication.

3) Personal Responsibility—to include the ability to connect choices, actions, and consequences

to ethical decision-making.

4) Social Responsibility—to include intercultural competence, knowledge of civic responsibility,

and the ability to engage effectively in regional, national, and global communities.

Government Student Learning Outcomes:

Upon successful completion of this course, students will:

1) Explain the origin and development of constitutional democracy in the United States.

2) Demonstrate knowledge of the federal system.

3) Describe the separation of powers and checks and balances in both theory and

practice.

4) Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.

5) Evaluate the role of public opinion, interest groups, and political parties in the political system.

6) Analyze the election process.

7) Describe the rights and responsibilities of citizens.

8) Analyze issues and policies in U.S. politics.

Course Requirements and Evaluation:

- **General Course Design:** This course is organized into five modules consisting of the following

assignments: a syllabus quiz, readings with embedded web-text activities (multiple choice

questions, polls, and response boards embedded in, and completed through, the Soomo Learning web-text platform), homework assignments (1 per learning module), and two exams.

Each assignment provides opportunities for the accumulation of points. Also, students can earn

up to 50 points for accountability (see a description of accountability points below).

Collectively,

course assignments provide an opportunity to accumulate up to 1000 points. Students accumulating less than 600 points will receive a failing grade for the course.

- **Important first requirement for remaining in this course:** Before moving into any learning

material, you must study this syllabus and complete the syllabus quiz. First, obtain a full understanding of the course and its requirements. After doing so, complete the syllabus quiz

immediately to demonstrate and acknowledge an understanding of course requirements. The

syllabus quiz is located in the “Syllabus Quiz/First Assignment” folder in Blackboard.

- o **Notice:** If you fail to attend class (or fail to complete the syllabus quiz for online only) before the official reporting date, you will be administratively withdrawn (Dropped!) from the course without exception.

- **Web-text Activities:** Web-text activities are multiple choice questions, polls, and response

boards embedded in your web-text. Complete each web-text activity by the due date as you

encounter it during your readings. You are required to complete all activities in each assigned

chapter. Your scores on web-text activities result in a possible accumulation of 200 points

toward your course total.

- **Homework Assignments:** You will complete five homework assignments, one per learning

module. Homework assignments may be composed of fill-in-the-blank questions, matching

questions, short essay responses, or class discussions. You will find detailed instructions for

homework assignments in each module. Each homework assignment is worth 50 points.

The

total value of the five homework assignments is 250 points.

- Exams: You will complete two exams, one midterm (Exam 1) and one final exam (Exam 2).

These exams will allow you to demonstrate knowledge, understanding, and higher-order thinking skills. Each exam is composed of 50 objective questions. Specific instructions and

requirements for the exam are provided within the course. Exams allow you to earn up to 500

points toward your course total.

- Accountability Points: I have already awarded you 50 possible accountability points in the

grade book. You will keep all 50 points by following all class policies, meeting all due dates, and

regular attendance (or course access for online only). If you fail to follow policies, fail to meet

assignment deadlines, miss class regularly, or fail to access the course online, accountability

points will be deducted at my discretion. Failing to follow some class policies may require

different or additional consequences.

Grading Criteria:

Final grades will be determined according to your total accumulation of points earned.

Point values can

easily be converted to percentage points. For example, a student who accumulates 900 points at the

end of the course has earned 90% of possible points. You will be able to monitor your points and

percentage progress by selecting "My Grades" in Blackboard:

Assignment Category by Points

Possible

Grading Scale

Total Points Possible = 1000

Exams 500 pts. 900 - 1000 A

HW Assignments 250 pts. 800 - 899 B

Web-text Activities 200 pts. 700 - 799 C

Accountability Points 50 pts. 600 - 699 D

Total 1000 pts. 0 - 599 F

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Course Policies:

- Requirement to submit coursework by the due date: Interpret each due date as the day an

assignment must be completed to receive full credit. Coursework not submitted by the due date

may receive zero points. Your instructor has the discretion to accept or reject late coursework

for any reason beyond those specified by Paris Junior College policy or state and federal law.

Unacceptable excuses for failure to submit assignments by the due date may include technical

difficulties and personal emergencies that occur near assignment due dates. Successful

students will plan ahead and submit assignments within a timeframe that allows for adequate learning, preparation of assignments as instructed, and management of issues that may delay

the proper submission of course work. If you feel you have a valid excuse for turning in an

assignment late, promptly contact your instructor and explain the circumstances.

- Requirement to submit coursework online: All coursework must be submitted through the

college's online learning management system, Blackboard, or the Soomo Learning's web-text

platform as required, unless instructed otherwise through official course

communications. The

instructor will not accept assignments submitted through email without prior approval.

- Collaboration and Collusion: Students are encouraged to collaborate in learning with other

students but strictly prohibited from colluding with others in completing assignments.

Collaboration occurs when students share ideas, strategies, and understandings through discussion or study activities. Collusion occurs when students work with other people to complete quizzes, tests, or any other assignment with the knowledge that the coursework will be

submitted for course credit. Among other deceitful practices outlined in the Student Handbook,

collusion is a form of academic dishonesty that will be reported.

- Student/Instructor Communications: All students must regularly check for course communications within DragonMail, and Blackboard. You should feel comfortable contacting the

instructor with any concerns or questions that may arise. Outside of face-to-face or telephone

conversations (available during office hours or by appointment), email is the preferred mode of

student/instructor communication. Email your instructor from your official PJC DragonMail

account. Emails sent from private or high school issued email accounts may not receive an

answer. Other acceptable modes of communication may include video conferencing sessions in

Blackboard (available by request). Video conferencing will occur during office hours or by

appointment. After sending electronic communications to the instructor, students should expect

a response within 24 hours or the next business day. You should identify yourself using your full

name (as listed in the course) and by identifying the course and section for which you are

enrolled. Be as detailed as possible when describing your questions, and be sure that your

question is not due to a lack of reading the course syllabus or assignment instructions.

- Important Notifications: Students must check course announcements regularly, as this method of communication will be used to dispense any important course notifications, including

alterations to this course. Additional requirements communicated through course messages or other official correspondence are amendments to this syllabus if specified to be so.

Receipt of notifications by course announcement is assumed.

- **Proctoring Requirements for Online Dual-credit Students:** Dual-credit students taking an online version of this course will be required to abide by additional proctoring requirements

imposed and administered by their high school. Dual-credit students with such requirements are

responsible for supplying the dual-credit coordinator at their high school with a copy of this

syllabus and scheduling proctored exams before the due date.

- The instructor may make alterations or amendments to this syllabus as needed.

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Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students

must complete work promptly and follow due dates. The student must initiate withdrawals. The last

day for a student to withdraw from a course with a grade of “W” is Tuesday, November 25, 2025.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc., before

entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct

Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the

highest degree of honor and integrity. Students who are found to engage in academic dishonesty

through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the

Vice President of Student Access and Success for disciplinary action, such as dismissal from the

college. These students will immediately receive a score of zero on the exam/assignment in question

with no possibility of makeup work and will forego the right to receive any bonus points for the

remainder of the semester. Students who are suspected of cheating due to questionable activities may

be required to prove their innocence.

Social Science Department Artificial Intelligence Statement:

While AI tools are not prohibited by the Institution, improper use is highly discouraged by the Social

Science Division and considered Academic Dishonesty if used on assignments, activities, or exams

where the instructor specifically stated they were not permitted. When authorized by instructors for specific assignments, students must cite any AI-generated material that informed their work (including in-text citations with quotations) to adhere to our scholarly values. Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as Academic Dishonesty.

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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Required Course Materials (Continued):

Inclusive Access: The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the Dragon Now, PJC Inclusive Access

Program. PJC has partnered with the Follett Access Program and Soomo Learning via the PJC Bookstore to promote affordability.

This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all

required course materials, and you will NOT need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account.

Please

contact the PJC Business Office if you have questions about charges to your student account.

You may contact the Business Office at <https://www.parisjc.edu/main/business-office/Retrieving Your Access Code for the Required Textbook>

The required e-textbook for this course is Central Ideas in American Government (Soomo Learning, 15th ed.). This textbook is provided through Paris Junior College's Inclusive Access

program and is available digitally in Blackboard.

To access your textbook:

- Go to the "My Materials" link on the Content Page in your Blackboard course.**
- Find the required textbook listed in this syllabus and retrieve your access code.**
- Select any Soomo Learning link in the course (for example, Chapter 1 in Module 1) and follow the activation instructions.**

Important: Do not opt for a free trial of the textbook. Your Inclusive Access code is included

with your course and must be used for full access.

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Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email

account is the primary means of communication between the College and the student. All official

correspondence—including notices of academic status, financial aid, billing, registration, and campus

alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access.

Communications sent to the PJC email address will be considered delivered. The College is not

responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive

consideration for employment without regard to race, color, national origin, sex, religion, age, disability,

or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of

sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law.

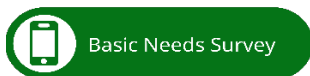
A lack of English language skills will not be a barrier to admission and participation in the career and

technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

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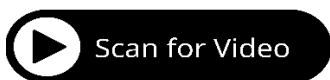
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Drop Policy

The student must notify the instructor if he/she desires to drop the course before the final date to drop. After the drop date, students may not drop. The final date for this semester is **November 12th**. The student has the responsibility to initiate a drop by requesting a withdrawal slip from the instructor. Failure to do so may result in a final grade of “F.”

Semester Schedule

WEEK	Assignments, Classroom lectures, etc.
1	➤ August 24th-Introduction and explanation of the course syllabi and course expectations ➤ August 26th-Chapter 1, The Founding and the Constitution
2	➤ August 31st- Chapter 1, The Founding and the Constitution, Chapter 17, Data Investigation: The Land of the Free ➤ September 2nd – Chapter 2, Federalism Chapter 16: Investigation: Passing the 19th Amendment
3	➤ September 7th-Holiday ➤ September 9th- Chapter 3, Federalism, : Supreme Court Story Investigation: McCulloch v. Maryland
4	➤ September 14th- Chapter 3: Civil Libertie September 15th-Knowledge Check - 1 (PLO 3) due by 11:59pm vis Blackboard ➤ September 16th- Chapter 3: Civil Libertie, Chapter 20: Investigation: Free Speech for Students
5	➤ September 21st-Chapter 5, Civil Rights, Chapter 22: Supreme Court Story Investigation: Brown v. Board ➤ September 23rd- Chapter 5, Civil Rights, Chapter 21: Investigation: The Meaning of the Right to Privacy
6	September 28th- Knowledge Check - 2 (PLO 4) due by 11:59pm via Blackboard ➤ September 29th- Mid-Term Review

	➤ September 30th- Mid-Term Exam
7	➤ October 5th - Chapter 5: Congress, Chapter 25: Data Investigation: Congress Divided ➤ October 7th - Chapter 6: The Presidency, Chapter 26: Investigation: The Broken Presidency
8	➤ October 12th- Chapter 6: The Presidency ➤ October 14th - Chapter 7: Bureaucracy
9	➤ October 19th- - Chapter 8: The Judiciary October 20th- Knowledge Check - 3 (PLO 2) due 11:59pm via Blackboard ➤ October 21st- Chapter 9: Public Opinion
10	➤ October 26th- Chapter 10: The Media ➤ October 28th- Chapter 11: Voting and Political Participation
11	➤ November 2th- Chapter 12: Elections and Campaigns ➤ November 4th- Chapter 13: Political Parties, Chapter 41: Investigation: What Can Third Parties Do?
12	➤ November 9th- Chapter 14: Interest Groups November 10th- Knowledge Check - 4 (PLO 5) due 11:59pm via Blackboard ➤ November 11th- Chapter 13: Political Parties, Chapter 41: Investigation: What Can Third Parties Do?
13	➤ November 16th- Chapter 14: Interest Groups

	➤ November 18th- Chapter 15: Public Policy, Chapter 45: Investigation: Foreign Policy in Two Conflicts
14	➤ November 23th- Thanksgiving Holiday ➤ November 25th- Thanksgiving Holiday
15	➤ November 30th- Chapter 15: Public Policy December 1st-Knowledge Check - 5 (PLO 1) due 11:59pm via Blackboard ➤ December 2nd-Final Exam Review
16	➤ December 7th-Final Exam

PJC Math 300 - Elementary Algebra Sec. 070 (01E)

Fall 2026

Paris Junior College (PJC)

Instructor: Johnny Tharp

Office: N/A

Cell Phone Number: (903) 217-7468

Email Address: Johnny.Tharp@etamu.edu or jtharp@parisjc.edu

Office Hours: By Appointment

Meeting Location: DTH 325

Meeting Days: MWF

Meeting Times: 10:00AM – 10:50AM

COURSE DESCRIPTION:

Topics covered include basics of fractions, adding and subtracting of fractions, the real number system, equations and applications, inequalities and applications, exponents, polynomials, factoring and factoring applications. Prerequisite: LSKL 0306 or satisfactory score on placement test

REQUIRED TEXTBOOK(S) AND MATERIALS:

Textbook: *MyLab Math with Pearson eText Access Code (18 Weeks) for Developmental Mathematics: Basic Mathematics and Algebra*

By Marge Lial

Edition: 4th

ISBN: 9780134764863

Publisher: Pearson

NOTE: Students are not required to purchase the text. The cost of online access to the text and required homework assignments are covered with the tuition payment for the course.

Materials: All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with : *MyLab Math with Pearson eText Access Code (18 Weeks) for Developmental Mathematics: Basic Mathematics and Algebra*. You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

Go to <https://ACCESSPortal.follett.com:443/1836>

1. Create an account using your student email account
2. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
3. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

COURSE GOALS/OBJECTIVES:

This course is designed to develop elementary algebraic skills in preparation for intermediate algebra. Elementary algebra is considered a zero-level course. **Zero-level courses are intended for the development of skills needed for college level work; therefore, the class will not suffice for general education requirements and will not transfer as college level credit. If you believe that you have been placed in this class in error, please see your East Texas A&M University academic advisor to have your questions answered.** Even though this is a zero-level course, it will be conducted mostly as a college course with college course expectations. The exception being taking daily attendance, the use of major test reviews and final exam practice tests.

Chapter 2: Basics of Fractions

- Students will multiply and divide common fractions.

Chapter 3: Adding and Subtracting Fractions

- Students will add and subtract like fractions, learn to find the least common multiple and add and subtract unlike fractions.

Chapter 9: The Real Number System

- Student will perform indicated operations on signed integers and rational numbers; use the Order of Operations agreement to simplify algebraic expressions; use the rules of exponents to simplify exponential expressions.
- Student will solve one-step linear equations in one variable; evaluate and simplify variable expressions; solve simple problems involving perimeter, area, and volume.

Chapter 10: Equations, Inequalities, and Applications

- Student will solve linear equations in one variable; solve problems involving mixtures, motion, and formulas; solve linear inequalities in one variable and graph their solution set

Chapter 12: Exponents and Polynomials

- Student will be able to use rules of exponents to simplify algebraic expressions
- Student will accurately perform arithmetic operations (addition, subtraction, multiplication, and division) on polynomials

Chapter 13: Factoring and Applications

- Student will be able to factor polynomials and use factoring to solve quadratic equations

COURSE REQUIREMENTS AND EVALUATION:

Grades for the semester are calculated based on the student's performance on homework, four major tests, and the comprehensive final examination. Course grades are calculated as follows:

Homework Average	25%
Test Average (4 Major Tests)	60%
Comprehensive Final Exam	15%

Final course grades are assigned based on overall course average as follows:

<u>Course Average</u>	<u>Course Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Even though a grade of “D” is Passing, a grade of “C” is required by ETAMU for you to be able to register for your next math class. If you have a question concerning this requirement, please see your ETAMU academic advisor to have your questions answered.

COURSE POLICIES:

Student Expectations:

- Students are expected to attend class regularly on time, pay attention to the lecture, take notes as needed and to be prepared each time the class meets. Lectures may include students being asked to work lecture problems on the board to demonstrate understanding of the subject matter covered.
- Students will need to purchase all needed materials such as a laptop computer (iPad or Cellphone), calculator, notebook in which to take notes, pencils, etc. If additional items are needed, you will be informed of the needed item(s) before the time the items are necessary. The laptop, iPad or Cellphone (which will be required in other ETAMU classes) will be needed so students can:
 - Have access to the course syllabus
 - Have access to the Blackboard (Ultra) package – All assignments, announcements and grades use Blackboard (Ultra)
 - Have access to the lesson topics listed by class date
 - Have access to major test reviews
 - Have access to the final exam practice tests

Tutoring:

- **All Test Reviews and Practice Final Exams count towards the East Texas A&M university tutoring requirements for this class. If a student attends all of these sessions, they have fulfilled this university requirement**
- If tutoring is wanted on Monday, Wednesday or Friday, it is the students' responsibility to ask the instructor to set up a tutoring time that is mutually agreeable to both student and instructor. You need to attend the tutoring session at the agreed upon time. If you are **not** present at the agreed upon time, I will wait 15 minutes (15 Minute Rule) and if you do not show up, I will leave.
- If tutoring is wanted on Tuesday or Thursday, go to The Math Skills Center in the Waters Library 3rd floor, in the back near 314 where graduate students will help you with your homework and Test Review. The Math Skills Center Hours are M & W 10:00AM-08PM, T & TR 10:00AM-08PM and F 10:00AM-02PM.
- **Test Review Class days are considered mandatory tutoring sessions by ETAMU and these class hours count towards your Required Mandatory Tutoring Hours for Math.**
- If a student expectation has been omitted, you will be informed of the additional expectation when the situation arises, and it will be added to future class syllabus(s)

Communication with Students

The instructor needs to communicate with students at times between classes to make class announcements and send reminders. The instructor will do this by:

- Texting - If students want to receive announcements and reminders, they will need to provide the instructor their cell phone number on the signature page
- Announcements in Blackboard

Instructor Expectations:

The instructor is expected to:

- Be on time for each class period (If he cannot attend, he will email you as soon as possible)
- Will make himself available for tutoring upon request at a mutually agreed upon time
- Will be prepared for each class lecture, review day, major test day and final exam day
- Will answer all questions from students
- If an instructor expectation has been omitted, he will inform you of the additional expectation when the situation arises, and it will be added to future class syllabus(s)

Homework: Homework will be assigned, submitted by the student, and graded online using ALEKS. Access to ALEKS is included in the tuition cost to students. All assignments *must* be completed on or before the due date. Homework problems completed after the due date may be subject to a 30% penalty (you will only receive 70% of the credit for work done after the due date). The due date for each assignment is clearly indicated in ALEKS. You should do each assignment as soon as we cover it in class. Your homework average constitutes 25% of your overall course grade. Late submission is allowed for Homework Assignments. All you need to do is open the assignment, complete and submit.

Major Tests: Throughout the semester, four major tests will be administered. Major test dates are announced now in the Class Schedule, in Blackboard, in class at least a week in advance and by text messaging.

Major test dates are **extremely** critical to your passing the course.

- I do not allow the use of “cellphone calculators” on Major Tests or Exams. I also do not allow sharing of calculators on Test and Final Exam Day.
- **A major test review will be offered in class the period immediately before the major test date. If you understand the major test review, you will understand the major test.**
- All major tests are administered only in person on Test Day in the classroom.
- **On Test Day, an answer sheet and scratch paper will be provided. Only answers on the answer sheet will be graded. You will need to furnish your own calculator that day as you cannot use the calculator on your cell phone.**
- **Major Tests Test Makeups are given during a “Test Makeup Window.” The Test Window for the 4 Major Tests are as follows:**
 - Test 1 – Thursday, September 10, 2026 through Monday, September 14, 2026**
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- **Makeup testing window is the three class days following the TEST Day. After the Makeup Testing Window, there are no other times offered for missing a Major Test. An exception to this procedure can only be granted by the instructor if the reason is “Compelling” and by furnishing a written, acceptable verifiable excuse. The instructor will determine what constitutes an acceptable excuse.**
- **All Makeup Tests are given in The Academic Testing Center, Room 125 in Education South. Testing Center Hours are from 10:00am – 07:00pm Monday through Thursday and 10:00am – 03:00pm on Friday.**
- **The Major Test Makeup is monitored at the Testing Center with normal test protocol expected to be followed. If the instructor receives an Incident Report from the Testing**

Center, the student that committed the incident will have a test grade assigned of “0.” To remove the “0” for that major test, see Bullet below.

- Major Tests are taken in person in class on the date and time specified in your class schedule.
- On Major Test Day, cell phones are to be set to silent and placed on your desk upside down. If I catch you looking at your cellphone while you are taking the exam, this is a violation of final exam protocol, and your exam will be taken up and you will be given a “0” for the exam.
- If a Major Test common sense protocol not listed is violated, it will be treated at the time of the violation as explained in the cell phone section and your Major Test will be taken up and you will be given a “1” for the Major Test. This violation will be added to future syllabus(s).
- An answer sheet and scratch paper will be provided. Only answers on the answer sheet will be graded.
- You will need to furnish you own calculator that day as you cannot use the calculator on your cell phone.
- At the end of the semester, I will replace your lowest Major Test grade with your score on the comprehensive Final Exam (assuming the final exam score is higher than your lowest Major Test Grade). This means that if you should, for any reason, miss a major test you can make up that score with your score on the Final Exam. However, if you miss more than one Major Test, you will have a “1” averaged in for each missing Major Test score after the first missed Major Test.
- Your Major Test average makes up 60% of your course average, so each Major Test score is 15% of your course grade. Major Tests are closed book and closed notes. All Major Tests are taken only in the classroom with makeup tests being only given in the Academic Testing Center. **Major Tests are not allowed to be made up online.**

Final Exam: The Final Exam in this course is a comprehensive (covers material from throughout the semester) exam

- Your score on the Final Exam constitutes 15% of your course average (more if it replaces a missed Major Test or low Major Test grade)
- A Final Exam Review will be offered in class the week before the scheduled Final Exam. **If you understand the Final Exam Review, you will understand the Final Exam.**
- The Final Exam is taken in person in class on the date and time specified by ETAMU.
- **On Final Exam Day, cell phones are to be set to silent and placed on your desk upside down. If I catch you looking at your cellphone while you are taking the Exam, this is a violation of Final Exam Protocol, and your Exam will be taken up and you will be given a “0” for the Exam.**
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- You will need to furnish you own calculator that day as you cannot use the calculator on your cell phone.
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- **You cannot pass the class if you do not take the Final Exam**

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Your Final Grade can also be located in your Gradebook in Blackboard.

CLASS ATTENDANCE:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is April 09, 2026.

CLASS CONDUCT:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom. No obscene/vulgar language will be permitted in the classroom. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Do not bring your children to class. In general, be respectful of your classmates and the instructor.

ACADEMIC HONESTY: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in question.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeat violations may be referred to the appropriate Division Vice president (or appropriate ETAMU administrator) or the College president and may result in suspension or expulsion from the college(University).

Students who wish to appeal the academic dishonesty determination may do so through the PJC Office of Student Services or appropriate ETAMU Office. Appeal forms are available by contacting PJC Student Services at ss@parisjc.edu or 903-782-0211. You may also be required to contact the ETAMU Student Services Office.

ARTIFICIAL INTELLIGENCE (AI)

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Mathematics Department Artificial Intelligence Policy: Artificial Intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework, but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test; therefore, cell phone calculators and AI tools are not allowed for any test

COMPLAINT PROCEDURES

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC or ETAMU Website or the appropriate Course Catalog and Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA STATEMENT

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College and University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a PJC or ETAMU College Success Coach in the Advising and Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the PJC or ETAMU Course Catalog and Student Handbook.

ILLNESS POLICY

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4 degrees Fahrenheit or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication)

When you go back to normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

SYLLABUS SUBJECT TO CHANGE

This syllabus is subject to change at any time. When students are made students will be informed of the change by one or more of the methods listed below.

- Cell Phone Text
- Student Email;
- Blackboard Announcement

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

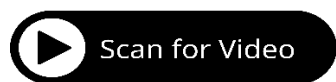


MENTAL HEALTH CONDITIONS ARE COMMON AND TREATABLE. SUICIDE IS PREVENTABLE.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to

help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



The Counseling Center at East Texas A&M University (ETAMU), located in the Halladay Building, Room 203, offers counseling services, educational programming and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling (903) 886-5145. For more information regarding Counseling Center events and confidential services, please visit www.etamu.edu/counsel.

TENTATIVE COURSE SCHEDULE/WEEKLY LESSON PLAN

PJC Math 300 Fall 2026 TENTATIVE Schedule Section 070 (01E) M/W/F 10:00AM – 10:50AM

08/24	Syllabus
08/26	Ch. 2 Sec. 2.5 - Multiplying Fractions Ch. 2 Sec. 2.7 - Dividing Fractions
08/28	Ch. 3 Sec. 3.1 - Adding & Subtracting Like Fractions
08/31	Ch.3 Sec. 3.2 - Least Common Multiples
09/02	Ch 3. Sec. 3.3 - Adding & Subtracting Unlike Fractions
09/04	Test 1 Review - Sec. 2.5, 2.7, 3.1, 3.2, & 3.3
09/07	Labor Day - No Class
09/09	Test 1 - Sec. 2.5, 2.7, 3.1, 3.2, & 3.3
09/11	Ch. 9 Sec. 9.1 - Exponents, Order of Operations & Inequality
09/14	Ch. 9 Sec. 9.2 - Variables, Expressions & Equations
09/16	Ch. 9 Sec. 9.3 - Real Numbers & the Number Line
09/18	Ch. 9 Sec. 9.4 - Adding Real Numbers
09/21	Ch. 9 Sec. 9.5 - Subtracting Real Numbers

09/23	Ch. 9 Sec. 9.6 - Multiplying & Dividing Real Numbers
09/25	Ch. 9 Sec. 9.7 - Properties of Real Numbers
09/28	Ch. 9 Sec. 9.8 - Simplifying Expressions
09/30	Test 2 Review - Sec. 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, & 9.8
10/02	Test 2 - Sec. 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7 & 9.8
10/05	Ch. 10 Sec. 10.1 - The Addition Property of Equality
10/07	Ch. 10 Sec. 10.2 - The Multiplication Property of Equality
10/09	Fall Break-No Class
10/12	Ch. 10 Sec. 10.3 - More on Solving Linear Equations
10/14	Ch. 10 Sec. 10.4 - An Introduction to Applications of Linear Equations
10/16	Ch. 10 Sec. 10.5 - Formulas & Additional Applications from Geometry
Mid Term	
10/19	Ch. 10 Sec. 10.6 - Solving Linear Inequalities
10/21	Test 3 Review - Sec. 10.1, 10.2, 10.3, 10.4, 10.5 & 10.6
10/23	Test 3 - Sec. 10.1, 10.2, 10.3, 10.4, 10.5 & 10.6
10/26	Ch. 12 Sec. 12.1 - The Product Rule & Power Rules for Exponents
10/28	Ch. 12 Sec. 12.2 - Integer Exponents & the Quotient Rule
10/30	Ch. 12 Sec. 12.3 - An Application of Exponents: Scientific Notation
11/02	Ch. 12 Sec. 12.4 - Adding & Subtracting Polynomials
11/04	Ch. 12 Sec. 12.5 - Multiplying Polynomials
11/06	Ch. 12 Sec. 12.6 - Special Products
11/09	Ch. 13 Sec. 13.1 - Greatest Common Factors: Factoring by Grouping
11/11	Ch. 13 Sec. 13.2 - Factoring Trinomials
11/13	Ch. 13 Sec. 13.3 - Factoring Trinomials by Grouping
11/16	Ch. 13 Sec. 13.4 - Factoring Trinomials Using the FOIL Method
11/18	Test 4 Review - Sec. 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 13.1, 13.2, 13.3 & 13.4
11/20	Test 4 - Sec. 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 13.1, 13.2, 13.3 & 13.4
11/23	Homework Makeup Day (Students Can Makeup Homework Without Penalty)
11/25	Thanksgiving Break - No Class
11/27	Thanksgiving Break - No Class
11/30	Practice Final Exam 1 - Sec. 2.5, 2.7, 3.1, 3.2, 3.3, 9.1, 9.2, 9.3, 9.4 and 9.5
12/02	Practice Final Exam 2 - Sec. 9.6, 9.7, 9.8, 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, & 12.1
12/03	Practice Final Exam 3 - 12.2, 12.3, 12.4, 12.5, 12.6, 13.1, 13.2, 13.3, and 13.4
Final Exam - All Sections	
Monday	December 07 10:30AM – 12:30PM

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Student Syllabus Receipt

Name: _____
(Printed Name)

I hereby acknowledge a receipt of a copy of the Syllabus for PJCM 300 - Elementary Algebra - Paris Junior College. I agree to read the syllabus and that I understand and will abide by the procedures defined or referenced in this document.

The information in this syllabus is subject to change. I understand that changes in college/university procedures may supersede, modify, or render obsolete the information summarized in this syllabus. As the college/university provides updated procedure information, I accept responsibility for reading and abiding by the changes.

By signing below, I acknowledge that I understand the procedures for PJCM 300 - Elementary Algebra - Paris Junior College. I also agree to abide by the terms set forth in all Sections of this syllabus.

Student Signature

Date

Cell Phone Number (Required)

Preferred Email Address

Academic Advisor: _____

Are you an athlete? Yes No (Circle One)

If yes, what is your sport(s)? _____



PJC Math 300 - Elementary Algebra Sec. 071 (02E)

Fall 2026

Paris Junior College (PJC)

Instructor: Johnny Tharp

Office: N/A

Cell Phone Number: (903) 217-7468

Email Address: Johnny.Tharp@etamu.edu or jtharp@parisjc.edu

Office Hours: By Appointment

Meeting Location: DTH 325

Meeting Days: MWF

Meeting Times: 11:00AM – 11:50AM

COURSE DESCRIPTION:

Topics covered include basics of fractions, adding and subtracting of fractions, the real number system, equations and applications, inequalities and applications, exponents, polynomials, factoring and factoring applications. Prerequisite: LSKL 0306 or satisfactory score on placement test

REQUIRED TEXTBOOK(S) AND MATERIALS:

Textbook: *MyLab Math with Pearson eText Access Code (18 Weeks) for Developmental Mathematics: Basic Mathematics and Algebra*

By Marge Lial

Edition: 4th

ISBN: 9780134764863

Publisher: Pearson

NOTE: Students are not required to purchase the text. The cost of online access to the text and required homework assignments are covered with the tuition payment for the course.

Materials: All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with : *MyLab Math with Pearson eText Access Code (18 Weeks) for Developmental Mathematics: Basic Mathematics and Algebra*. You will be able to access the textbook and learning materials directly through Blackboard Ultra.

If you wish to opt out of this program, please follow the steps below:

Go to <https://ACCESSPortal.follett.com:443/1836>

1. Create an account using your student email account
2. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
3. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

COURSE GOALS/OBJECTIVES:

This course is designed to develop elementary algebraic skills in preparation for intermediate algebra. Elementary algebra is considered a zero-level course. **Zero-level courses are intended for the development of skills needed for college level work; therefore, the class will not suffice for general education requirements and will not transfer as college level credit. If you believe that you have been placed in this class in error, please see your East Texas A&M University academic advisor to have your questions answered.** Even though this is a zero-level course, it will be conducted mostly as a college course with college course expectations. The exception being taking daily attendance, the use of major test reviews and final exam practice tests.

Chapter 2: Basics of Fractions

- Students will multiply and divide common fractions.

Chapter 3: Adding and Subtracting Fractions

- Students will add and subtract like fractions, learn to find the least common multiple and add and subtract unlike fractions.

Chapter 9: The Real Number System

- Student will perform indicated operations on signed integers and rational numbers; use the Order of Operations agreement to simplify algebraic expressions; use the rules of exponents to simplify exponential expressions.
- Student will solve one-step linear equations in one variable; evaluate and simplify variable expressions; solve simple problems involving perimeter, area, and volume.

Chapter 10: Equations, Inequalities, and Applications

- Student will solve linear equations in one variable; solve problems involving mixtures, motion, and formulas; solve linear inequalities in one variable and graph their solution set

Chapter 12: Exponents and Polynomials

- Student will be able to use rules of exponents to simplify algebraic expressions
- Student will accurately perform arithmetic operations (addition, subtraction, multiplication, and division) on polynomials

Chapter 13: Factoring and Applications

- Student will be able to factor polynomials and use factoring to solve quadratic equations

COURSE REQUIREMENTS AND EVALUATION:

Grades for the semester are calculated based on the student's performance on homework, four major tests, and the comprehensive final examination. Course grades are calculated as follows:

Homework Average	25%
Test Average (4 Major Tests)	60%
Comprehensive Final Exam	15%

Final course grades are assigned based on overall course average as follows:

<u>Course Average</u>	<u>Course Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Even though a grade of “D” is Passing, a grade of “C” is required by ETAMU for you to be able to register for your next math class. If you have a question concerning this requirement, please see your ETAMU academic advisor to have your questions answered.

COURSE POLICIES:

Student Expectations:

- Students are expected to attend class regularly on time, pay attention to the lecture, take notes as needed and to be prepared each time the class meets. Lectures may include students being asked to work lecture problems on the board to demonstrate understanding of the subject matter covered.
- Students will need to purchase all needed materials such as a laptop computer (iPad or Cellphone), calculator, notebook in which to take notes, pencils, etc. If additional items are needed, you will be informed of the needed item(s) before the time the items are necessary. The laptop, iPad or Cellphone (which will be required in other ETAMU classes) will be needed so students can:
 - Have access to the course syllabus
 - Have access to the Blackboard (Ultra) package – All assignments, announcements and grades use Blackboard (Ultra)
 - Have access to the lesson topics listed by class date
 - Have access to major test reviews
 - Have access to the final exam practice tests

Tutoring:

- **All Test Reviews and Practice Final Exams count towards the East Texas A&M university tutoring requirements for this class. If a student attends all of these sessions, they have fulfilled this university requirement**
- If tutoring is wanted on Monday, Wednesday or Friday, it is the students' responsibility to ask the instructor to set up a tutoring time that is mutually agreeable to both student and instructor. You need to attend the tutoring session at the agreed upon time. If you are **not** present at the agreed upon time, I will wait 15 minutes (15 Minute Rule) and if you do not show up, I will leave.
- If tutoring is wanted on Tuesday or Thursday, go to The Math Skills Center in the Waters Library 3rd floor, in the back near 314 where graduate students will help you with your homework and Test Review. The Math Skills Center Hours are M & W 10:00AM-08PM, T & TR 10:00AM-08PM and F 10:00AM-02PM.
- **Test Review Class days are considered mandatory tutoring sessions by ETAMU and these class hours count towards your Required Mandatory Tutoring Hours for Math.**
- If a student expectation has been omitted, you will be informed of the additional expectation when the situation arises, and it will be added to future class syllabus(s)

Communication with Students

The instructor needs to communicate with students at times between classes to make class announcements and send reminders. The instructor will do this by:

- Texting - If students want to receive announcements and reminders, they will need to provide the instructor their cell phone number on the signature page
- Announcements in Blackboard

Instructor Expectations:

The instructor is expected to:

- Be on time for each class period (If he cannot attend, he will email you as soon as possible)
- Will make himself available for tutoring upon request at a mutually agreed upon time
- Will be prepared for each class lecture, review day, major test day and final exam day
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- If an instructor expectation has been omitted, he will inform you of the additional expectation when the situation arises, and it will be added to future class syllabus(s)

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Center, the student that committed the incident will have a test grade assigned of “0.” To remove the “0” for that major test, see Bullet below.

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- **You cannot pass the class if you do not take the Final Exam**

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Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom. No obscene/vulgar language will be permitted in the classroom. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Do not bring your children to class. In general, be respectful of your classmates and the instructor.

ACADEMIC HONESTY: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in question.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeat violations may be referred to the appropriate Division Vice president (or appropriate ETAMU administrator) or the College president and may result in suspension or expulsion from the college(University).

Students who wish to appeal the academic dishonesty determination may do so through the PJC Office of Student Services or appropriate ETAMU Office. Appeal forms are available by contacting PJC Student Services at ss@parisjc.edu or 903-782-0211. You may also be required to contact the ETAMU Student Services Office.

ARTIFICIAL INTELLIGENCE (AI)

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Mathematics Department Artificial Intelligence Policy: Artificial Intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework, but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test; therefore, cell phone calculators and AI tools are not allowed for any test

COMPLAINT PROCEDURES

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC or ETAMU Website or the appropriate Course Catalog and Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA STATEMENT

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College and University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a PJC or ETAMU College Success Coach in the Advising and Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the PJC or ETAMU Course Catalog and Student Handbook.

ILLNESS POLICY

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4 degrees Fahrenheit or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication)

When you go back to normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

SYLLABUS SUBJECT TO CHANGE

This syllabus is subject to change at any time. When students are made students will be informed of the change by one or more of the methods listed below.

- Cell Phone Text
- Student Email;
- Blackboard Announcement

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

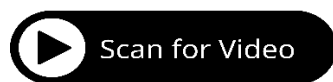


MENTAL HEALTH CONDITIONS ARE COMMON AND TREATABLE. SUICIDE IS PREVENTABLE.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to

help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



The Counseling Center at East Texas A&M University (ETAMU), located in the Halladay Building, Room 203, offers counseling services, educational programming and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling (903) 886-5145. For more information regarding Counseling Center events and confidential services, please visit www.etamu.edu/counsel.

TENTATIVE COURSE SCHEDULE/WEEKLY LESSON PLAN

PJC Math 300 Fall 2026 TENTATIVE Schedule Section 071 (02E) M/W/F 11:00AM – 11:50AM

08/24	Syllabus
08/26	Ch. 2 Sec. 2.5 - Multiplying Fractions Ch. 2 Sec. 2.7 - Dividing Fractions
08/28	Ch. 3 Sec. 3.1 - Adding & Subtracting Like Fractions
08/31	Ch.3 Sec. 3.2 - Least Common Multiples
09/02	Ch 3. Sec. 3.3 - Adding & Subtracting Unlike Fractions
09/04	Test 1 Review - Sec. 2.5, 2.7, 3.1, 3.2, & 3.3
09/07	Labor Day - No Class
09/09	Test 1 - Sec. 2.5, 2.7, 3.1, 3.2, & 3.3
09/11	Ch. 9 Sec. 9.1 - Exponents, Order of Operations & Inequality
09/14	Ch. 9 Sec. 9.2 - Variables, Expressions & Equations
09/16	Ch. 9 Sec. 9.3 - Real Numbers & the Number Line
09/18	Ch. 9 Sec. 9.4 - Adding Real Numbers
09/21	Ch. 9 Sec. 9.5 - Subtracting Real Numbers

09/23	Ch. 9 Sec. 9.6 - Multiplying & Dividing Real Numbers
09/25	Ch. 9 Sec. 9.7 - Properties of Real Numbers
09/28	Ch. 9 Sec. 9.8 - Simplifying Expressions
09/30	Test 2 Review - Sec. 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, & 9.8
10/02	Test 2 - Sec. 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7 & 9.8
10/05	Ch. 10 Sec. 10.1 - The Addition Property of Equality
10/07	Ch. 10 Sec. 10.2 - The Multiplication Property of Equality
10/09	Fall Break-No Class
10/12	Ch. 10 Sec. 10.3 - More on Solving Linear Equations
10/14	Ch. 10 Sec. 10.4 - An Introduction to Applications of Linear Equations
10/16	Ch. 10 Sec. 10.5 - Formulas & Additional Applications from Geometry
Mid Term	
10/19	Ch. 10 Sec. 10.6 - Solving Linear Inequalities
10/21	Test 3 Review - Sec. 10.1, 10.2, 10.3, 10.4, 10.5 & 10.6
10/23	Test 3 - Sec. 10.1, 10.2, 10.3, 10.4, 10.5 & 10.6
10/26	Ch. 12 Sec. 12.1 - The Product Rule & Power Rules for Exponents
10/28	Ch. 12 Sec. 12.2 - Integer Exponents & the Quotient Rule
10/30	Ch. 12 Sec. 12.3 - An Application of Exponents: Scientific Notation
11/02	Ch. 12 Sec. 12.4 - Adding & Subtracting Polynomials
11/04	Ch. 12 Sec. 12.5 - Multiplying Polynomials
11/06	Ch. 12 Sec. 12.6 - Special Products
11/09	Ch. 13 Sec. 13.1 - Greatest Common Factors: Factoring by Grouping
11/11	Ch. 13 Sec. 13.2 - Factoring Trinomials
11/13	Ch. 13 Sec. 13.3 - Factoring Trinomials by Grouping
11/16	Ch. 13 Sec. 13.4 - Factoring Trinomials Using the FOIL Method
11/18	Test 4 Review - Sec. 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 13.1, 13.2, 13.3 & 13.4
11/20	Test 4 - Sec. 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 13.1, 13.2, 13.3 & 13.4
11/23	Homework Makeup Day (Students Can Makeup Homework Without Penalty)
11/25	Thanksgiving Break - No Class
11/27	Thanksgiving Break - No Class
11/30	Practice Final Exam 1 - Sec. 2.5, 2.7, 3.1, 3.2, 3.3, 9.1, 9.2, 9.3, 9.4 and 9.5
12/02	Practice Final Exam 2 - Sec. 9.6, 9.7, 9.8, 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, & 12.1
12/03	Practice Final Exam 3 - 12.2, 12.3, 12.4, 12.5, 12.6, 13.1, 13.2, 13.3, and 13.4
Final Exam - All Sections	
Wednesday December 09 10:30AM – 12:30PM	

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Student Syllabus Receipt

Name: _____
(Printed Name)

I hereby acknowledge a receipt of a copy of the Syllabus for PJCM 300 - Elementary Algebra - Paris Junior College. I agree to read the syllabus and that I understand and will abide by the procedures defined or referenced in this document.

The information in this syllabus is subject to change. I understand that changes in college/university procedures may supersede, modify, or render obsolete the information summarized in this syllabus. As the college/university provides updated procedure information, I accept responsibility for reading and abiding by the changes.

By signing below, I acknowledge that I understand the procedures for PJCM 300 - Elementary Algebra - Paris Junior College. I also agree to abide by the terms set forth in all Sections of this syllabus.

Student Signature

Date

Cell Phone Number (Required)

Preferred Email Address

Academic Advisor: _____

Are you an athlete? Yes No (Circle One)

If yes, what is your sport(s)? _____



ENGL 2331
World Literature
Fall 2026

Instructor: P. Angelica Plata

Office: B137, Royse City High School

Phone: 972-636-9991, ext. 25222

Email: pplata@parisjc.edu; pashong.plata@rcisd.org

Office Hours: Tuesdays (7:35am-8:05am); Wednesdays (3:45pm-4:15pm)

Meeting Location: Royse City HS, B137

Meeting Days: Monday-Friday

Meeting Times:

Course Description:

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Credit: 3

Prerequisite(s): English 1301

Required Textbook(s) and Materials:

- Composition Notebook
- Pens and highlighters

MLA style online source:

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

A personal copy of the text of your choice:

Course Goals and Objectives:

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

Foundational Component Area: Language, Philosophy, and Culture

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 2322 Course-Level):

This course is designed to prepare students with skills for lifelong learning—

1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

Course Requirements and Evaluation

This course operates on an additive point-accumulation model that empowers you to design your own path toward your target grade tier. You must complete all three required major assignments: the MLA Research Essay, the "Anything But Slides" Project, and the Capstone Reflection. Beyond these core requirements, you have full agency to select and complete various course Actions to accumulate the points needed for an A (90+ points), B (80–89 points), or C (70–79 points). All points are awarded based on demonstrated mastery against college-level rubrics.

If a major assignment submission falls below standard, you may complete up to one Revision Action to apply instructor feedback and resubmit your work within seven days to earn mastery credit; **however, blank or late submissions are not eligible for revision**. This grading model gives you full ownership of your learning goals while providing room to experiment, refine your skills, and achieve college-grade excellence.

You can read about the different actions and their point values here: [Action Descriptions and Point Values](#).

Required Assignment:

Research paper, utilizing MLA documentation and applying the assessment rubric.

Course Policies

Submit assignments by due dates. Late work may be penalized or not accepted. The due date for each module is the due date for all assignments within that module. Do not wait until near the due

date to work on assignments. Create your own schedule and work on the assignments on a regular basis. Plagiarized work will receive a zero, and the student involved may fail the course. Missing work will receive a zero.

Class Attendance

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **12 November**.

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change during class meetings and via email.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule

This calendar is subject to change.

Week	Unit Focus & Texts	Assignment Focus
W1	Unit 1: <i>The Odyssey</i> (Books 1–8)	Socratic Seminar
W2	Unit 1: <i>The Odyssey</i> (Books 9–12)	Timed Writing
W3	Unit 1: <i>The Odyssey</i> (Books 13–20)	Work & Revision Lab
W4	Unit 1: <i>The Odyssey</i> (Books 21–24)	Timed Writing
W5	Unit 2: Global Poetry	Socratic Seminar
W6	Unit 2: Global Poetry	Work & Revision Lab
W7	Unit 2: Global Poetry	Timed Writing
W8	Unit 3: Midterm Research Sprint <i>Inquiry & Databases</i>	Annotated Bibliography
W9	Unit 3: Midterm Research Sprint <i>Drafting & Polish</i>	REQUIRED: MLA Research Essay
W10	Unit 4: World Lit Book Clubs	Socratic Seminar
W11	Unit 4: World Lit Book Clubs	Work & Revision Lab
W12	Unit 4: World Lit Book Clubs	Timed Writing
W13	Unit 4: World Lit Book Clubs (<i>Project Build</i>)	Work & Scripting Lab
W14	Unit 4: World Lit Book Clubs (<i>Project Build</i>)	REQUIRED: Anything But Slides Project
W15	Unit 4: World Lit Book Clubs (<i>Exhibition</i>)	Socratic Seminar
W16	Unit 5: Capstone Reflection	REQUIRED: Capstone Reflection

POFT 2312.20F0
Business Communication and Correspondence
Fall 2026 – Flex B: 2nd 8-weeks

Instructor: Wanda Duncan

Office: AS 155

Phone: 903.782.0378

Email: wduncan@parisjc.edu

Office Hours: TBA within BlackBoard/DragonMail

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Course Description:

Development of writing and presentation skills to produce effective business documents.

3 Credit Hours 2 Lecture Hours 4 Lab Hours

Prerequisite(s): It is highly recommended that the student has computer and/or keyboarding skills or be concurrently enrolled in a computer and/or keyboarding class to successfully complete this course. This course does not attempt to teach basic computer skills.

Associate degree seeking students and Level 2 certificate students **must be** TSI compliant before degree conferral. If applicable, see your counselor / advisor for more information and to schedule the TSI testing.

If Applicable: TSI Requirement

NOTE: ACGM courses typically require TSI compliance or waiver. Associate's degree and Level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Business Communication and Character, 12th edition.

Amy Newman

Cengage Learning

Inclusive Access: 9780357714980

Inclusive Access is being used for this course which means the cost of course materials are included in the tuition (includes ebook and access to homework assignments).

Do **NOT** "opt out." If you "opt out," you will be responsible for paying for the course materials out of pocket.

You do **not** have to purchase anything from the PJC Bookstore.

Other Course Materials:

None.

Access to the Internet, e-mail, and Microsoft Office 365 (includes Word, Excel, Access, and PowerPoint) must be installed on your home computer if you work on your assignments at home. If you work on your assignments on campus, the software is already installed on those computers.

Please see BlackBoard "Announcements" for a downloadable link for Microsoft Office 365. If you have trouble downloading the software, please reach out to the IT Help Desk at helpdesk@parisjc.edu.

If you are the only user of your computer, you may store your documents on your hard drive. If you cannot, it is recommended that you buy a USB Flash Memory Drive (jump drive). Try to buy one with at least 1TB of memory which will store all of your documents which can be used for other courses too. You can get the flash drives at WalMart or any other store that sells flash drives. The PJC Bookstore also has them for sale. You can use grant money to buy one at the bookstore.

Basic computer Requirements: Generally, a computer manufactured within the last five years is adequate.

Course Goals and Objectives:

Upon successful completion of this course, the student will have:

1. Applied the basic rules of grammar, spelling, capitalization, number usage, and punctuation
2. Utilized terminology applicable to technical and business writing.
3. Developed proofreading and editing skills.
4. Effectively written sentences and paragraphs for business applications (letters and memos).

Student Learning Outcomes:

1. Demonstrated effective communication skills.

Course Requirements and Evaluation:

The first assignment is a Syllabus Quiz and an IceBreaker Discussion Board Forum which the student must complete before the Official Reporting Day (**October 26**) to avoid being dropped.

This is an **8-week** course that runs from **October 19 to December 10**.

This course does not attempt to teach basic use of a computer. All students must be able to search the Internet, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Course will be presented via **BlackBoard** and **MindTap**. The students will have access to all course materials because the course utilizes Inclusive Access. Students are expected to access this course a minimum of three times a week to keep current with course activities.

Student is responsible for the following:

- Access to necessary computer resources
- Read assigned material as on schedule
- Complete all homework assignments on time
- Prepare diligently for quizzes and examinations
- Take quizzes and examinations as scheduled
- **Inquire** if you do not comprehend the material
- Follow the policies set forth in this syllabus and as specified by the college

Due to the type of material that must be covered within this course, students will be required to accomplish an extensive amount of reading, studying and solving homework problems. It is vital for students not to fall behind as it will be quite challenging to catch up. Students are to be held responsible for learning all the material in the textbook, the information provided in each chapters PowerPoint, and homework problems. Students are encouraged to study with classmates to assist in mastery of the course content.

There will be a Final Exam:

- There are three attempts to achieve the highest grade possible.
 - You need to complete your work early so that if you encounter a problem you can contact me in time to get a response and resolve the problem.

Students should read all chapters and review assessments to prepare for the exams. If you fail to complete chapter assessments during its availability period, then the assessment may not be available for review.

Chapter Assessments: All chapter assessments will be completed through **BlackBoard** where all assessments are linked to **MindTap**. There is no time limit. NO makeup or extra credit will be given. Students should be familiar with the subject matter before attempting the final exam. The due date of each chapter and exams are listed in the schedule which can be accessed from the Homepage of your BlackBoard course.

Orientation: Students are expected to read and become familiar with the Syllabus and the course calendar. Students should also become familiar with the content and location of all items in the course.

If a student needs to discuss an assessment or needs help completing assessments, the student should e-mail the Instructor and/or come to the PJC Paris campus for individual instruction with the Instructor. The Instructor is always willing to tutor and/or help in successfully completing the course.

Grades:

Grades are based on a point system for completion of assessments which include Grammar and Mechanics Pre-Course Diagnostic, Learn It, Assignments, Tests, a Final Exam, a BlackBoard Discussion Forum, and a BlackBoard Syllabus Quiz.

All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded.

Successful online learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Office 365.

Letter grades will be assigned based on the following point scale:

1074 – 1193 = A	90 - 100 = A
954 – 1073 = B	80 - 89 = B
835 – 953 = C	70 - 79 = C
716 – 834 = D	60 - 69 = D
0 – 715 = F	0 - 59 = F

Checking your Grade:

To check your grades, click the “Grades” tab. BlackBoard may show only the total number of points possible for each assessment and your score. The total points possible for the course may include work which you have not been assigned yet. To turn any score into a percentage, divide the number of points you received by the number of points possible.

Viewing Grades:

Grades as usually posted in BlackBoard within one week following the due date.

All chapter assessments will be completed by logging into **BlackBoard**, select a chapter link and then select the “assignment” you are wanting to complete. Once you have selected the assignment, the “**MindTap**” window will appear and you can then begin working on the assignment.

Course Procedures:

- **Microsoft Office 365** and **MindTap** are required for this course.
- A student is expected to be regular and punctual in submitting assignments. Failure to complete required assignments will negatively affect the student’s final grade. Deadlines are established at the beginning of the semester.
- Contact your Instructor immediately if an emergency arises and you are unable to submit your work or attend class as required.
- If you find that you cannot complete the course for any reason, contact your Instructor and refer to your college catalog for withdrawal procedures.
- Students must check the course frequently for announcements, and students must actively participate in class discussions.
- Minimum of **10 hours per week** of computer time is required for students to complete assessments. More computer time may be required, depending on your typing speed and computer knowledge.
- See the course schedule for when assignments are due.

Open lab:

AS 152 - Weekly

One-on-one tutoring available (call or e-mail for an appointment)

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

All assessments and due dates are posted well in advance, so it is reasonable to expect quality work from students submitted well before the due date. If you do not procrastinate, there should be no reason you cannot submit assessments promptly. Plan on turning in all work by the due date – there will be no make-up work or extra credit given.

You will find all the assessments for **MindTap** are linked in **BlackBoard**. You must log into BlackBoard to complete all assignments. They must be completed before the due date. You are encouraged to work ahead in case there are questions that may arise.

ChatGPT/AI can only be used for research purposes only. Quoting ChatGPT/AI directly is strictly **prohibited** and will be considered **plagiarism**. If you use ChatGPT/AI as part of your research, remember that you must **cite** it on your resource page.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 24**.

All work is completed online. Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities.

- **Check-in on a regular basis.** To be in attendance, you must be on the BlackBoard course Web site at least three (3) out of seven (7) days each week. Being present means you should be involved in any discussions and be current in turning in homework, projects, and assessments. Being present means you check your school e-mail account at least once every day.
- **Verify your course enrollment.** On the first day of the online course enter the Discussion Board. Here you will find an "IceBreaker (Student Coffee House)" forum. Students must reply to this forum in each course in order to verify their course enrollment. **If you do not complete this forum by ORD, you will be dropped from the course.**
- **Plan on spending at least two hours of work time for every credit hour that the course receives.** As a rule of thumb, colleges assume that you will attend as many hours as are listed in the credit hours, then do homework and prepare in an equivalent number of hours during each week. In an online course, the distinction between attendance and study hours is removed, but the same minimum amount of time is necessary. In actual practice, some courses take many more hours of study.
- **Your Instructor can tell if you are visiting the course site.** There are tools in BlackBoard that allow your Instructor to get general statistics about how often you visit the course site. Sometimes, they can even tell you have visited specific parts.

Students that have never attended class before the Official Reporting Day (ORD) will be withdrawn from the course by the institution. Students enrolled in an online course must "log in" and complete the week one assignment (Syllabus Quiz and IceBreaker Discussion Board) before ORD to be considered an active student or to be considered attending class.

Please consult the Paris Junior College Student Handbook to review all policies and procedures.

Instructor Response and Availability:

The Instructor's preferred method of contact is e-mail. The Instructor will answer e-mail as soon as possible. If an e-mail was sent Monday – Wednesday, expect a response within 24 hours except for holidays and closures. If you have not heard from the Instructor within a reasonable time frame, please send another e-mail.

If the e-mail was sent Thursday – Sunday, expect an answer on Monday or Tuesday except for holidays and closures.

If you have a question, please be sure to put "POFT 2312 Question" or "POFT 2312 Question About" as the subject line of the e-mail message. If you do, you are likely to get a faster response. Please include your name on all correspondence.

Dragonmail is the primary contact e-mail for students. Please check your e-mail daily. In addition, please check "Announcements" in BlackBoard daily.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Netiquette:

Netiquette is another word for online communication guidelines. Netiquette can be summarized by three simple understandings: remember that there is a human being on the other end of your communication, treat that human being with respect, and do not transmit any message that you wouldn't be willing to communicate face to face. Due to the nature of the online environment, here are some things to remember:

1. Be careful what you write about others.
2. Avoid offensive language, especially comments that might be construed as discriminatory.
3. Be careful with humor and sarcasm. One person's humorous comment may push another person's buttons or may even be seen as offensive.
4. Avoid putting words into full capitals. Online, all-caps is considered SHOUTING.
5. Write descriptive subject lines. Some people receive so much email that they begin to delete some messages without viewing them. To avoid this fate, make sure your subject lines are descriptive.
6. Use writing tricks like "emoticons," acronyms, and extra punctuation, but use them judiciously.
7. Respect other people's intellectual property. Don't post, display, or otherwise provide access to materials belonging to others, and cite references as appropriate.
8. Always think before you write. In other words, without the use of non-verbals with your message, your message can be misinterpreted. So please think twice before you hit submit.
9. Keep it relevant. Do not stray from the discussion in the assigned questions.
10. Make sure that you are using appropriate grammar and structure. In other words, I don't want to see anyone writing "R U" instead of "are you". There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. **Two (2) Points will be deducted for grammatical errors, punctuation errors, spelling errors, or any other errors found in an assessment.**
11. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the methods listed below.

- a) Student email
- b) BlackBoard announcement
- c) In class announcement

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the

student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

For computer or log in issues please contact Tech Support at techsupport@parisjc.edu

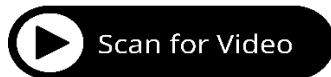
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Important Dates:

Official Report Date is **October 26**.

Last Day to Drop Classes with a "W" is **November 24**.

Thanksgiving Holiday is **November 25 – 27**.

Final Exams is **December 7 – 10**.

Fall Commencement is **December 11**.

All assignments must be completed by 11:59 p.m., Wednesday, December 9.

Course Schedule:

Week 1:	IceBreaker Discussion Board Syllabus Quiz Chapter 1: Introduction to Business Communication and Character Chapter 2: Team and Interpersonal Communication
Week 2:	Chapter 3: Communicating Across Differences Chapter 4: Writing and Designing
Week 3:	Chapter 5: Improving Your Writing Style Chapter 6: Neutral and Positive Messages
Week 4:	Chapter 7: Persuasive Messages Chapter 8: Bad-News Messages
Week 5:	Chapter 9: Managing and Visualizing Data Chapter 10: Writing Reports
Week 6:	Chapter 11: Developing Presentations and Visuals Chapter 12: Delivering Presentations
Week 7:	Chapter 13: Writing for the Job Search Chapter 14: Interviewing and Starting a New Job
Week 8:	Final Exam

POFT1227.20E0
Introduction to Keyboarding
Fall 2026 A

Instructor: Jennifer Washington
Office:
Phone: 903.782.0731
Email: jwashington@parisjc.edu
Office Hours: Monday-Thursday 10:00-11:00 | 2:00-3:00 – Paris Campus
Fridays 9:30-11:30 *virtual*

Meeting Location: online
Meeting Days: -
Meeting Times: -

Course Description:

Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy.

Associate's degree and level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

OER Resource – No Materials

<https://www.ratatype.com/classes/91548>

Username: your DragonMail email address

Password: PJCdr@gons2026 - change this after your first login.

Please complete the IT Checklist before going further-

<https://www.parisjc.edu/technology/pjc-it-checklist>

Course Goals and Objectives:

Demonstrate proper touch keyboarding techniques.

Develop acceptable speed and accuracy levels.

Course Requirements and Evaluation:

<i>WPM (40%)</i>	<i>Accuracy% (60%)</i>	<i>Grade</i>
35+	95+	A
30-34	90-94	B
25-29	85-89	C
20-24	80-84	D
<20	<80	F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (**08/31/2026**).

Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Late work is accepted up until the last week of class.

No work is accepted after 10/14/26 midnight.

Email/Text is the quickest way to reach your instructor.

Please allow 24-48 hours for responses.

No work is accepted via email. All submissions must come through blackboard unless otherwise indicated.

Changes to the syllabus/assignments/schedule are at the discretion of the instructor.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be *initiated by the student*. The last day for a student to withdraw from a course with a grade of "W" is **10/01/2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Health Information Technology students who violate the AHIMA code of ethics will be referred to the Dean of Business and Industry and may be suspended or expelled from the program.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, **students must cite** any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Blackboard Announcements

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
08/24	Lesson 1-2	Typing Test, Home Row, Index Finger
08/31	Lesson 3-4	Middle, Ring, and Pinky fingers
09/07	Lesson 5-6	Repitition 1 and 2
09/14	Lesson 7-8	Repitition 3 and 4
09/21	Lesson 9-10	Vowels & Alphabet Cryptogram
09/28	Lesson 11-12	Common Combos & Numbers/Punctuation
10/05	Lesson 13-14	Shift Key & Numbers/Punctuation 2
10/12	Lesson 15	Sentences & Typing Test – all due 10/14

**PSYC 1100.20E0
Learning Framework
Fall 2026 Sub Term A**

Instructor: Dr. Ella Duren
Office: A104B
Phone: 903-782-0727
Email: eduren@parisjc.edu
Office Hours: Online

Meeting Location: Online
Meeting Days: Online
Meeting Times: By Appt.

Course Description:

EDUC - (Education) EDUC 1100 Learning Framework (1 SCH version) A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300) Note: (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.) Prerequisite(s): None

Required Textbook(s) and Materials:

Our textbook for this class is *College Success* by OpenStax (2020).

A copy of this book can be found under the Start Here tab in your Black Board system.

Course Goals and Objectives:

EDUC Program Student Learning Outcomes:

1. Understand the importance of goal setting and build decision-making and goal setting skills.
2. Complete an inventory to determine personality type.
3. Develop critical thinking skills.
4. Complete a learning inventory and identify your personal learning style.
5. Understand the educational degree requirements for different types of careers and occupations.
6. Complete an interest inventory to determine matches between your interests and skills and occupations and degrees.

7. Complete a degree plan in the certificate or degree area you plan to pursue.
8. Understand the causes of stress and ways to manage stress.
9. Understand how diet, nutrition, exercise and physical fitness affect your life.
10. Develop note taking skills.
11. Develop study skills.
12. Understand test taking strategies.
13. Develop time management skills.
14. Understand money, banking, and credit.
15. Understand basic saving and investing principles.
16. Understand a resume.
17. Understand basic job interview skills.
18. Understand the benefits of service learning and citizenship responsibilities.
19. Develop team building skills.
20. Develop problem solving skills.

Course Map Table: CT-Critical Thinking, COM- Communication Skills, EQS- Empirical & Quantitative Skills, TW- Teamwork, PR- Personal Responsibility, SR- Social Responsibility

Course Objective	Program Outcome (PLO)	Texas Core Objective	Assignments / Modules
1. Goal setting & decision-making	PLO 1, PLO 5	CT, PR	Module 1 – Ch. 1–2 Assignment & Quiz
2. Personality inventory	PLO 1	CT	Module 1 Assignment
3. Critical thinking skills	PLO 3	CT	All Module Quizzes; Final Project
4. Learning inventory & learning style	PLO 2, PLO 5	CT, PR	Module 2 – Ch. 3–4 Assignment
5. Degree requirements for careers	PLO 4	CT	Module 2 Assignment
6. Interest inventory for careers	PLO 4	CT	Module 3 – Ch. 5–6 Assignment
7. Complete a degree plan	PLO 4	CT, COM	Module 5 – Final Project
8. Stress & stress management	PLO 1	PR	Module 3 Assignment

9. Diet, nutrition, exercise & fitness	PLO 1	PR	Module 3 Quiz
10. Note-taking skills	PLO 2	CT	Module 2 Assignment
11. Study skills	PLO 2	CT, PR	Module 2 Assignment
12. Test-taking strategies	PLO 2	CT	Module 4 Assignment
13. Time management	PLO 2, PLO 5	PR	Module 4 Assignment
14. Money, banking & credit	PLO 5	CT, EQS, PR	Module 4 Quiz
15. Saving & investing	PLO 5	CT, EQS	Module 4 Assignment
16. Understand a resume	PLO 4	COM	Module 5 – Final Project
17. Job interview skills	PLO 4	COM, PR	Module 5 – Final Project
18. Service learning & citizenship	PLO 5	SR, PR	Module 4 Assignment
19. Team-building skills	PLO 5	TW	Module 3 Assignment
20. Problem-solving skills	PLO 3	CT	All quizzes; Final Project

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD) 8/30/2026. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Course Requirements and Evaluation:

Grading Scale (Total: 1,385 points)

Percentage Point Range Letter Grade

100–90%	1385 – 1247	A
89–80%	1246 – 1108	B
79–70%	1107 – 970	C
69–60%	969 – 831	D
59–0%	830 – 0	F

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is 10/1/2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI)**Ethical Considerations and Consequences for Misuse**

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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You can return to your normal activities when, for at least 24 hours, both are true:

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2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

Multi-Factor Authentication (MFA) Requirement for Students

To help protect student accounts and personal information, students are required to use **Multi-Factor Authentication (MFA)** when accessing college systems and online resources. MFA adds an extra layer of security by requiring users to verify their identity through a second method, a Microsoft Authenticator mobile app notification in addition to their password.

How to Use MFA:

1. Log in to your college account using your username and password.
2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Assignments List:

Module	Assignments Due	Completed
Start Here Tab or top of page	First Assignment Syllabus Quiz	☐
Module 1 – Foundation in Goal Setting & Self-Assessment	Time Management and Task Prioritization Assignment	☐
	Test 1	☐
	Discussion 1	☐
Module 2 – Personality Insights & Critical Thinking Foundations	Critical Thinking Scenario Assignment	☐
	Test 2	☐
	Discussion 2	☐
Module 3 – Learning Strategies, Note Taking & Study Skills	Choice Board	☐
	Studying, Memory, and Testing Assignment	☐
	Test 3	☐
	Discussion 3	☐
Module 4 – Time Management & Test Taking	AI Task Management Assignment	☐
	Midterm	☐
Module 5 – Career Exploration & Stress Management	Career Path Assignment	☐
	Test 4	☐
	Discussion 4	☐
Module 6 – Stress Management & Wellness	Wellness Break Assignment	☐
Module 7 & 8 – Final	Final Career Path Assignment	☐

PSYC 1200.20F0
Learning Framework
Fall 2026 Sub Term B

Instructor: Dr. Ella Duren
Office: A104B
Phone: 903-782-0727
Email: eduren@parisjc.edu
Office Hours: Online

Meeting Location: Online
Meeting Days: Online
Meeting Times: By Appt.

Course Description:

EDUC - (Education) EDUC 1100 Learning Framework (1 SCH version) A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300) Note: (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.) Prerequisite(s): None

Required Textbook(s) and Materials:

Our textbook for this class is *College Success* by OpenStax (2020).

A copy of this book can be found under the Start Here tab in your Black Board system.

Course Goals and Objectives:

EDUC Program Student Learning Outcomes:

1. Understand the importance of goal setting and build decision-making and goal setting skills.
2. Complete an inventory to determine personality type.
3. Develop critical thinking skills.
4. Complete a learning inventory and identify your personal learning style.
5. Understand the educational degree requirements for different types of careers and occupations.
6. Complete an interest inventory to determine matches between your interests and skills and occupations and degrees.

7. Complete a degree plan in the certificate or degree area you plan to pursue.
8. Understand the causes of stress and ways to manage stress.
9. Understand how diet, nutrition, exercise and physical fitness affect your life.
10. Develop note taking skills.
11. Develop study skills.
12. Understand test taking strategies.
13. Develop time management skills.
14. Understand money, banking, and credit.
15. Understand basic saving and investing principles.
16. Understand a resume.
17. Understand basic job interview skills.
18. Understand the benefits of service learning and citizenship responsibilities.
19. Develop team building skills.
20. Develop problem solving skills.

Course Map Table: CT-Critical Thinking, COM- Communication Skills, EQS- Empirical & Quantitative Skills, TW- Teamwork, PR- Personal Responsibility, SR- Social Responsibility

Course Objective	Program Outcome (PLO)	Texas Core Objective	Assignments / Modules
1. Goal setting & decision-making	PLO 1, PLO 5	CT, PR	Module 1 – Ch. 1–2 Assignment & Quiz
2. Personality inventory	PLO 1	CT	Module 1 Assignment
3. Critical thinking skills	PLO 3	CT	All Module Quizzes; Final Project
4. Learning inventory & learning style	PLO 2, PLO 5	CT, PR	Module 2 – Ch. 3–4 Assignment
5. Degree requirements for careers	PLO 4	CT	Module 2 Assignment
6. Interest inventory for careers	PLO 4	CT	Module 3 – Ch. 5–6 Assignment
7. Complete a degree plan	PLO 4	CT, COM	Module 5 – Final Project
8. Stress & stress management	PLO 1	PR	Module 3 Assignment

9. Diet, nutrition, exercise & fitness	PLO 1	PR	Module 3 Quiz
10. Note-taking skills	PLO 2	CT	Module 2 Assignment
11. Study skills	PLO 2	CT, PR	Module 2 Assignment
12. Test-taking strategies	PLO 2	CT	Module 4 Assignment
13. Time management	PLO 2, PLO 5	PR	Module 4 Assignment
14. Money, banking & credit	PLO 5	CT, EQS, PR	Module 4 Quiz
15. Saving & investing	PLO 5	CT, EQS	Module 4 Assignment
16. Understand a resume	PLO 4	COM	Module 5 – Final Project
17. Job interview skills	PLO 4	COM, PR	Module 5 – Final Project
18. Service learning & citizenship	PLO 5	SR, PR	Module 4 Assignment
19. Team-building skills	PLO 5	TW	Module 3 Assignment
20. Problem-solving skills	PLO 3	CT	All quizzes; Final Project

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD) Oct 25. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Course Requirements and Evaluation:

Grading Scale (Total: 1,385 points)

Percentage Point Range Letter Grade

100–90%	1385 – 1247	A
89–80%	1246 – 1108	B
79–70%	1107 – 970	C
69–60%	969 – 831	D
59–0%	830 – 0	F

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is 11/24/2026.

Class Conduct:

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Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI)**Ethical Considerations and Consequences for Misuse**

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

Multi-Factor Authentication (MFA) Requirement for Students

To help protect student accounts and personal information, students are required to use **Multi-Factor Authentication (MFA)** when accessing college systems and online resources. MFA adds an extra layer of security by requiring users to verify their identity through a second method, a Microsoft Authenticator mobile app notification in addition to their password.

How to Use MFA:

1. Log in to your college account using your username and password.
2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Assignments List:

Module	Assignments Due	Completed
Start Here Tab or top of page	First Assignment Syllabus Quiz	☐
Module 1 – Foundation in Goal Setting & Self-Assessment	Time Management and Task Prioritization Assignment	☐
	Test 1	☐
	Discussion 1	☐
Module 2 – Personality Insights & Critical Thinking Foundations	Critical Thinking Scenario Assignment	☐
	Test 2	☐
	Discussion 2	☐
Module 3 – Learning Strategies, Note Taking & Study Skills	Choice Board	☐
	Studying, Memory, and Testing Assignment	☐
	Test 3	☐
	Discussion 3	☐
Module 4 – Time Management & Test Taking	AI Task Management Assignment	☐
	Midterm	☐
Module 5 – Career Exploration & Stress Management	Career Path Assignment	☐
	Test 4	☐
	Discussion 4	☐
Module 6 – Stress Management & Wellness	Wellness Break Assignment	☐
Module 7 & 8 – Final	Final Career Path Assignment	☐

**PSYC 1300.20E0
Learning Framework
Fall 2026 Sub Term A**

Instructor: Dr. Ella Duren
Office: A104B
Phone: 903-782-0727
Email: eduren@parisjc.edu
Office Hours: Online

Meeting Location: Online
Meeting Days: Online
Meeting Times: By Appt.

Course Description:

EDUC - (Education) EDUC 1100 Learning Framework (1 SCH version) A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300) Note: (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.) Prerequisite(s): None

Required Textbook(s) and Materials:

Our textbook for this class is *College Success* by OpenStax (2020).

A copy of this book can be found under the Start Here tab in your Black Board system.

Course Goals and Objectives:

EDUC Program Student Learning Outcomes:

1. Understand the importance of goal setting and build decision-making and goal setting skills.
2. Complete an inventory to determine personality type.
3. Develop critical thinking skills.
4. Complete a learning inventory and identify your personal learning style.
5. Understand the educational degree requirements for different types of careers and occupations.
6. Complete an interest inventory to determine matches between your interests and skills and occupations and degrees.

7. Complete a degree plan in the certificate or degree area you plan to pursue.
8. Understand the causes of stress and ways to manage stress.
9. Understand how diet, nutrition, exercise and physical fitness affect your life.
10. Develop note taking skills.
11. Develop study skills.
12. Understand test taking strategies.
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Course Map Table: CT-Critical Thinking, COM- Communication Skills, EQS- Empirical & Quantitative Skills, TW- Teamwork, PR- Personal Responsibility, SR- Social Responsibility

Course Objective	Program Outcome (PLO)	Texas Core Objective	Assignments / Modules
1. Goal setting & decision-making	PLO 1, PLO 5	CT, PR	Module 1 – Ch. 1–2 Assignment & Quiz
2. Personality inventory	PLO 1	CT	Module 1 Assignment
3. Critical thinking skills	PLO 3	CT	All Module Quizzes; Final Project
4. Learning inventory & learning style	PLO 2, PLO 5	CT, PR	Module 2 – Ch. 3–4 Assignment
5. Degree requirements for careers	PLO 4	CT	Module 2 Assignment
6. Interest inventory for careers	PLO 4	CT	Module 3 – Ch. 5–6 Assignment
7. Complete a degree plan	PLO 4	CT, COM	Module 5 – Final Project
8. Stress & stress management	PLO 1	PR	Module 3 Assignment

9. Diet, nutrition, exercise & fitness	PLO 1	PR	Module 3 Quiz
10. Note-taking skills	PLO 2	CT	Module 2 Assignment
11. Study skills	PLO 2	CT, PR	Module 2 Assignment
12. Test-taking strategies	PLO 2	CT	Module 4 Assignment
13. Time management	PLO 2, PLO 5	PR	Module 4 Assignment
14. Money, banking & credit	PLO 5	CT, EQS, PR	Module 4 Quiz
15. Saving & investing	PLO 5	CT, EQS	Module 4 Assignment
16. Understand a resume	PLO 4	COM	Module 5 – Final Project
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18. Service learning & citizenship	PLO 5	SR, PR	Module 4 Assignment
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20. Problem-solving skills	PLO 3	CT	All quizzes; Final Project

Course Requirements and Evaluation:

Required Activity:

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Course Policies:

Course Requirements and Evaluation:

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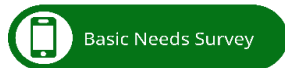
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4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

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Assignments List:

Module	Assignments Due	Completed
Start Here Tab or top of page	First Assignment Syllabus Quiz	☐
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	Test 1	☐
	Discussion 1	☐
Module 2 – Personality Insights & Critical Thinking Foundations	Critical Thinking Scenario Assignment	☐
	Test 2	☐
	Discussion 2	☐
Module 3 – Learning Strategies, Note Taking & Study Skills	Choice Board	☐
	Studying, Memory, and Testing Assignment	☐
	Test 3	☐
	Discussion 3	☐
Module 4 – Time Management & Test Taking	AI Task Management Assignment	☐
	Midterm	☐
Module 5 – Career Exploration & Stress Management	Career Path Assignment	☐
	Test 4	☐
	Discussion 4	☐
Module 6 – Stress Management & Wellness	Wellness Break Assignment	☐
Module 7 & 8 – Final	Final Career Path Assignment	☐

PSYC 1300.20F0
Learning Framework
Fall 2026 Sub Term B

Instructor: Dr. Ella Duren
Office: A104B
Phone: 903-782-0727
Email: eduren@parisjc.edu
Office Hours: Online

Meeting Location: Online
Meeting Days: Online
Meeting Times: By Appt.

Course Description:

EDUC - (Education) EDUC 1100 Learning Framework (1 SCH version) A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300) Note: (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.)
Prerequisite(s): None

Required Textbook(s) and Materials:

Our textbook for this class is *College Success* by OpenStax (2020).

A copy of this book can be found under the Start Here tab in your Black Board system.

Course Goals and Objectives:

EDUC Program Student Learning Outcomes:

1. Understand the importance of goal setting and build decision-making and goal setting skills.
2. Complete an inventory to determine personality type.
3. Develop critical thinking skills.
4. Complete a learning inventory and identify your personal learning style.
5. Understand the educational degree requirements for different types of careers and occupations.
6. Complete an interest inventory to determine matches between your interests and skills and occupations and degrees.

7. Complete a degree plan in the certificate or degree area you plan to pursue.
8. Understand the causes of stress and ways to manage stress.
9. Understand how diet, nutrition, exercise and physical fitness affect your life.
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5. Degree requirements for careers	PLO 4	CT	Module 2 Assignment
6. Interest inventory for careers	PLO 4	CT	Module 3 – Ch. 5–6 Assignment
7. Complete a degree plan	PLO 4	CT, COM	Module 5 – Final Project
8. Stress & stress management	PLO 1	PR	Module 3 Assignment

9. Diet, nutrition, exercise & fitness	PLO 1	PR	Module 3 Quiz
10. Note-taking skills	PLO 2	CT	Module 2 Assignment
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12. Test-taking strategies	PLO 2	CT	Module 4 Assignment
13. Time management	PLO 2, PLO 5	PR	Module 4 Assignment
14. Money, banking & credit	PLO 5	CT, EQS, PR	Module 4 Quiz
15. Saving & investing	PLO 5	CT, EQS	Module 4 Assignment
16. Understand a resume	PLO 4	COM	Module 5 – Final Project
17. Job interview skills	PLO 4	COM, PR	Module 5 – Final Project
18. Service learning & citizenship	PLO 5	SR, PR	Module 4 Assignment
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20. Problem-solving skills	PLO 3	CT	All quizzes; Final Project

Course Requirements and Evaluation:

Required Activity:

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Course Policies:

Course Requirements and Evaluation:

Grading Scale (Total: 1,385 points)

Percentage Point Range Letter Grade

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The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

Multi-Factor Authentication (MFA) Requirement for Students

To help protect student accounts and personal information, students are required to use **Multi-Factor Authentication (MFA)** when accessing college systems and online resources. MFA adds an extra layer of security by requiring users to verify their identity through a second method, a Microsoft Authenticator mobile app notification in addition to their password.

How to Use MFA:

1. Log in to your college account using your username and password.
2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Assignments List:

Module	Assignments Due	Completed
Start Here Tab or top of page	First Assignment Syllabus Quiz	☐
Module 1 – Foundation in Goal Setting & Self-Assessment	Time Management and Task Prioritization Assignment	☐
	Test 1	☐
	Discussion 1	☐
Module 2 – Personality Insights & Critical Thinking Foundations	Critical Thinking Scenario Assignment	☐
	Test 2	☐
	Discussion 2	☐
Module 3 – Learning Strategies, Note Taking & Study Skills	Choice Board	☐
	Studying, Memory, and Testing Assignment	☐
	Test 3	☐
	Discussion 3	☐
Module 4 – Time Management & Test Taking	AI Task Management Assignment	☐
	Midterm	☐
Module 5 – Career Exploration & Stress Management	Career Path Assignment	☐
	Test 4	☐
	Discussion 4	☐
Module 6 – Stress Management & Wellness	Wellness Break Assignment	☐
Module 7 & 8 – Final	Final Career Path Assignment	☐

PSYC 2314.20E0/20E1
Lifespan Growth and Development
FALL 2026

Instructor: Linda Miles

Office: FGC A102

Phone: 903-782-0724

Email: lmiles@parisjc.edu

Office Hours: Paris Campus

Monday: 8:00 – 10:30 AM

Tuesday: 8:00 – 10:30 AM

Wednesday: 8:00 – 10:30 AM

Thursday: 8:00 – 10:30 AM

Meeting Location: Internet

Meeting Days: Internet

Meeting Times: Internet

Course Description:

The study of Lifespan Growth and Development is a study of social, emotional, cognitive, and physical factors and influences of a developing human from conception to death. Core Curriculum satisfied for Social and Behavioral Science.

Credits: 3 SCH

TSI Requirement: College-level reading is required.

Prerequisite(s): None

Required Textbook(s) and Materials: Your required e-textbook and course materials for PSYC 2314 are Feldman, R. S. (2023) *Lifespan Development: A Topical Approach with PEARSON/REVEL 5th ed.*, which will be delivered digitally through your Blackboard Ultra course via Dragon Now. When you register and activate your PEARSON/REVEL account, use your PJC Dragon email address.

Course Goals and Objectives:

Foundational Component Area: Lifespan Growth and Development

Social and Behavioral Science Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

- 1) Critical Thinking Skills -- to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
- 2) Communication Skills -- to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- 3) Empirical and Quantitative Skills-- to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- 4) Social Responsibility -- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Course Requirements and Evaluation:

Evaluation Methods:

- Students will have two major closed-book objective exams to demonstrate their knowledge of the course material. Each exam is worth 100 points. Students can earn up to 200 points on major exams.
- Students can earn up to 100 points on quizzes for the semester (25 points for each section).
- Engagement is an important part of Internet classes; therefore, students can earn up to 100 points for engagement (15 points for the RAC Assignment, 15 points for the APA Quiz, 20 points for the cross-cultural Psychology Assignments, and 50 points for surveys).
- Students can earn up to 100 points on embedded Pearson Textbook Comprehension quizzes referred to as REVEL

- 100 points on discussions.
- Extra Credit is built into the course: Students can earn up to seven extra credit points on the syllabus quiz and one extra credit point for the student acknowledgment form. Students who activate their PEARSON/REVEL inclusive access (IA) within the three days of class will earn an extra credit point for a total of nine extra credit points.

Grading Criteria:

Students can earn up to a total of 600 points during the semester:

- **200 points – Two Major Exams:** Students will complete an online Midterm and Final examination. Each exam is worth 100 points.
- **100 points – Quizzes**
- **100 points – Embedded textbook PEARSON/REVEL Comprehension Quizzes**
- **100 points – Discussions**
- **15 points – RAC Assignment**
- **15 points – APA Quiz**
- **20 points – Cross-Cultural Psychology Assignment**
- **50 points – Surveys**
=600 total possible points
- The following grading scale will be used
 - 540 points and above = A
 - 480-539 = B
 - 420-479 = C
 - 360-419 = D
 - 359 points and below = F

Required Activities: The first assignments (Syllabus Quiz and Student Acknowledgment) are due on the first day of class, August 24th by 11:59 PM CST. All students must complete the First Assignments (Syllabus Quiz and Student Acknowledgment) located in the “Start Here” folder on the "Course Content” tab of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD), August 30, 2026. Completion of this assignment serves as verification of course participation/engagement. Students who do not complete the assignments by the deadline will be reported as non-attending and will be dropped from the course. Do not wait until the last minute to complete these assignments.

Course Policies:

Communication: Students must use the **internal classroom messaging system in Blackboard** as the official method of written communication regarding all course-related questions and concerns. Per PJC policy, messages sent Monday through Thursday will receive a response within 24 hours. Messages sent on Fridays, weekends, during campus closures, or on holidays will receive a response the following Monday or the next official business day. Any exceptions to this schedule will be communicated through the internal course messaging system.

Emails sent to my external office email will be redirected to the Blackboard message system and will not be considered official communication. To ensure timely and documented responses, students are expected to use only the internal messaging feature within the course. Failure to do so may result in delayed or missed responses.

Course Announcements: Course announcements serve as a critical communication tool for conveying important information throughout the semester. Announcements may include, but are not limited to, assignment deadlines, policy changes, schedule changes, exam instructions, and other essential course updates.

Students are expected to check course announcements regularly and are fully responsible for all information posted, regardless of whether they choose to review it. It is the student’s duty to stay informed by checking announcements frequently. Lack of awareness due to not reading announcements will not be accepted as a valid excuse for missed deadlines or misunderstandings regarding course expectations. Failure to monitor announcements may result in missed deadlines, reduced participation or engagement scores, and inadequate preparation for course activities or exams. Extensions will not be granted due to missed or overlooked announcements.

Dragon Watch Retention Program: The Advising/Counseling Center has implemented a retention program. I have been asked to refer students to the program throughout the semester if a student is **having difficulty completing assignments or has poor attendance**. Students will be contacted by someone in the Student Advising & Counseling Department if they are referred to the retention program. The success coaches will inquire how they can assist you in meeting your academic goals. <https://www.parisjc.edu/advising/index.php>

Online Resources: The Paris Junior College Social Science Division uses the Blackboard Ultra Learning Management System for online, hybrid, and web-enhanced face-to-face courses. The PJC Blackboard login web page can be found at <https://parisjc.blackboard.com>. The initial Blackboard login username is the student's first initial + last name + last 4 digits of the student's ID number (e.g., jdoe1234). The initial password is the student's 8-digit birthday in a MMDDYYYY format (Blackboard will make students reset the password after they log in with their birthdate—make sure you write down your new password).

Class Attendance:

Class attendance is critical for the successful completion of this course. Students are expected to attend and participate in classes regularly (log into the course often) and **complete all assignments by the due date**. You CANNOT expect to do well in this class without attending class and completing the online assignments on time. While instructors do have the right to withdraw any student from a course for excessive absences, please be aware that this is NOT my policy. Students wishing to withdraw from a course with a grade of "W" should initiate the withdrawal on MyPJC. Students should not just stop attending (stop logging into the course to complete assignments) and assume that the instructor will withdraw him or her. I will record a zero (0) for all assignments that a student fails to complete.

****IMPORTANT**** Internet students are required by Texas law to log into the course and complete the required first assignments **by** the official report day (ORD), August 30th, at 11:59 PM CST, or they will be dropped from the course.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, AirPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Disruptive behavior will not be tolerated under any circumstances. Students who fail to follow classroom guidelines compromise the educational experience of their peers and undermine the integrity of the learning environment. All individuals are expected to recognize the importance of maintaining a constructive and respectful academic atmosphere. Professional conduct is required at all times and in all forms of communication, both verbal and written. Students must act with civility and demonstrate respect toward others participating in the course.

Academic Honesty: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment and forfeit all extra credit for the semester**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college. Students who wish to appeal an academic dishonesty determination via the complaint form. Complaint forms are available on MyPJC under the Student Tab.

Academic dishonesty will NOT be tolerated under any circumstances. Any student suspected of cheating on an assignment, quiz, or exam will receive a **score of zero (0)** for that work and will be reported to the **Division Dean**. Students who are suspected or found to have engaged in academic dishonesty for a second offense will receive an automatic **grade of "F" for the course**. Students who wish to contest an academic dishonesty determination may pursue the formal appeals process outlined in the **PJC Student Handbook**.

AI Statement: Ethical Considerations and Consequences for Misuse: The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Honesty Policy, Student Conduct, or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Complaint Procedures:

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



PSYC 2314 Class Schedule/Study Schedule:

***The instructor may adapt or adjust the syllabus schedule as needed.

DATE	DISCUSSION/CLASS ACTIVITIES	ASSIGNMENTS/EXAMS Due Dates and Closure Dates	Points
August 24	Introduction to Course and Syllabus Review	• Read the Syllabus • Syllabus Quiz – online--DUE • Statement of Acknowledgement – online--DUE	• 7 points EC • 1 point EC
August 25	Introduction to Course and Syllabus Review	• Announcements—Read—online • My PJC – Be able to locate – online • Internal Course Email (check)	
August 26	Introduction to Course and Syllabus Review	• Set up PEARSON/REVEL Access – online • Read—How to Navigate PowerPoints for Blackboard and PEARSON/REVEL • Blackboard & REVEL Acknowledgment	• 1 Point • 1 Point
August 27	APA Study Habits Survey	• Study Habits Survey- online • APA Presentation—online PowerPoint • APA Quiz – online	• 17 Points • 15 Points
August 31	Read Chapter 1	• Chapter 1 PEARSON/REVEL Reading Quizzes –online – due/closes	• 45 Points
September 1	Chapter 1 Study Habits Survey APA Quiz	• Study Habits Survey closes • APA Quiz Closes	• 30 Points
September 2	Chapter 2	• Chapter 2 PEARSON/REVEL assignment – online – due/closes	• 15 Points
September 3	Section 1 Discussion Chapters 1 & 2	• Section 1 Discussion—online -- <u>Closes</u>	• 34 Points
September 4		• Quiz A – online – is due at 11:59 PM, Central Standard Time.	• 12.5 Points
September 7	Read Chapter 3	• Chapter 3 PEARSON/REVEL assignment -- online – due/closes	• 45 Points
September 8	Chapter 3	• Finish reading Chapter 3 and start reading Chapter 4	
September 9	Read Chapter 4	• Chapter 4 PEARSON/REVEL assignment – online – due/closes	• 45 Points
September 10	Chapter 5	• Start reading Chapter 5 •	
September 11	Chapters 3 & 4 Chapters 1, 2, 3, & 4	• Quiz B – Chapters 3 & 4 – online – 11:59 PM, Central Standard Time • All Section 1 coursework Closes (Online Quizzes, etc.) for Section 1 must be submitted by 11:59 PM, Central Standard Time	• 12.5 Points
September 14	Read Chapter 5	• Chapter 5 PEARSON/REVEL assignment – online – due/closes	• 45 Points
September 15	Read Chapter 6	• Chapter 6 PEARSON/REVEL assignment – online – due/closes	• 45 Points
September 16	Section 2 Discussion	• Section 2 Discussion—online—Closes • Midterm Exam Opens	• 33 Points

September 17		MIDTERM GRADES WILL BE REPORTED	
September 18	Read Chapter 7	Quiz C – Chapters 5 & 6 – online – 11:59 PM, Central Standard Time Chapter 7 PEARSON/REVEL assignment – online – due/closes	12.5 Points 45 Points
September 18	Midterm Grades	Midterm Grades will be posted online	
September 21	Chapters 7 & 8	Chapter 8 PEARSON/REVEL assignment – online – due/closes	45 Points
September 22	Chapters 5, 6, 7, & 8	- Study/Prepare for the Midterm Exam Quiz D – chapters 7 & 8 – online—11:59 PM, Central Standard Time All Section 2 Coursework Closes (Online quizzes, etc.). Section 2 coursework must be submitted by 11:59 PM CST.	12.5 Points
September 23	Midterm Exam (Chapters 1-8)	Midterm Exam – Online	100 Points
September 24	RAC Assignment Midterm Exam Preparedness Survey Read Chapter 9	Ethnocentric Assignment (RAC Quiz) – online Midterm Exam Preparedness Survey—online Chapter 9 PEARSON/REVEL assignment – online – due/closes	15 Points 17 Points 45 Points
September 28	Chapter 9 Section 3 Discussion Read Chapter 10	Section 3 Discussion –online—closes Chapter 10 PEARSON/REVEL assignment – online – due/closes	33 Points 45 Points
September 29	Chapters 9 & 10 Read Chapters 11 & 12 Midterm Exam Preparedness Survey Ethnocentrism/RAC assignment	Quiz E – Chapters 9 & 10 – online – 11:59 PM, Central Standard Time Chapters 11 & 12 PEARSON/REVEL assignment – online – due/closes Midterm Exam Preparedness Survey Closes Ethnocentrism/ RAC -- Closes	12.5 Points 90 Points
September 30	Chapters 9, 10, 11, & 12	Quiz F – Chapters 11 & 12 – online – 11:59 PM, Central Standard Time All Section 3 coursework Closes (Online Quizzes and surveys) for Section 3 must be submitted by 11:59 PM, Central Standard Time	12.5 Points
October 1	Chapters 13, 14, & 15	Chapters 13, 14, & 15 PEARSON/REVEL assignment – online – due/closes	135 Points
October 5	Chapters 13, 14, & 15 Cross-Cultural Psychology Assignment	Cross-Cultural Psychology Assignment – online – due	20 Points
October 6	Chapters 13, 14, & 15 Final Exam Preparedness	Final Exam Preparedness Survey Final Exam Opens	16 Points
October 7	Review for Final Exam	Quiz G– Chapters 13, 14, & 15, 11:59 PM, Central Standard Time	25 Points

		• All Section 4 coursework closes (Online Quizzes, final survey, Cultural Psychology Assignment) for Section 4; must be submitted by 11:59 PM, Central Standard Time.	
October 8	<i>Core Psychology Assessment (SLO)</i>	• Core Psychology Assessment/ SLO Assignment	• 20 EC Points
October 12	<i>THE Final Exam (Chapters 9 – 15)</i>	• Final Exam – Due --Online	• 100 Points
		•	

Non-discrimination clause: Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

PSYC 2314.20E0/20E1
Lifespan Growth and Development
FALL 2026

Instructor: Linda Miles

Office: FGC A102

Phone: 903-782-0724

Email: lmiles@parisjc.edu

Office Hours: Paris Campus

Monday: 8:00 – 10:30 AM

Tuesday: 8:00 – 10:30 AM

Wednesday: 8:00 – 10:30 AM

Thursday: 8:00 – 10:30 AM

Meeting Location: Internet

Meeting Days: Internet

Meeting Times: Internet

Course Description:

The study of Lifespan Growth and Development is a study of social, emotional, cognitive, and physical factors and influences of a developing human from conception to death. Core Curriculum satisfied for Social and Behavioral Science.

Credits: 3 SCH

TSI Requirement: College-level reading is required.

Prerequisite(s): None

Required Textbook(s) and Materials: Your required e-textbook and course materials for PSYC 2314 are Feldman, R. S. (2023) *Lifespan Development: A Topical Approach* with PEARSON/REVEL 5th ed., which will be delivered digitally through your Blackboard Ultra course via Dragon Now. When you register and activate your PEARSON/REVEL account, use your PJC Dragon email address.

Course Goals and Objectives:

Foundational Component Area: Lifespan Growth and Development

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- 1) Critical Thinking Skills -- to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
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- 3) Empirical and Quantitative Skills-- to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- 4) Social Responsibility -- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Course Requirements and Evaluation:

Evaluation Methods:

- Students will have two major closed-book objective exams to demonstrate their knowledge of the course material. Each exam is worth 100 points. Students can earn up to 200 points on major exams.
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- 100 points on discussions.
- Extra Credit is built into the course: Students can earn up to seven extra credit points on the syllabus quiz and one extra credit point for the student acknowledgment form. Students who activate their PEARSON/REVEL inclusive access (IA) within the three days of class will earn an extra credit point for a total of nine extra credit points.

Grading Criteria:

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Online Resources: The Paris Junior College Social Science Division uses the Blackboard Ultra Learning Management System for online, hybrid, and web-enhanced face-to-face courses. The PJC Blackboard login web page can be found at <https://parisjc.blackboard.com>. The initial Blackboard login username is the student's first initial + last name + last 4 digits of the student's ID number (e.g., jdoe1234). The initial password is the student's 8-digit birthday in a MMDDYYYY format (Blackboard will make students reset the password after they log in with their birthdate—make sure you write down your new password).

Class Attendance:

Class attendance is *critical for the successful completion of this course*. Students are expected to attend and participate in classes regularly (log into the course often) and **complete all assignments by the due date**. You CANNOT expect to do well in this class without attending class and completing the online assignments on time. While instructors do have the right to withdraw any student from a course for excessive absences, please be aware that this is NOT my policy. Students wishing to withdraw from a course with a grade of "W" should initiate the withdrawal on MyPJC. Students should not just stop attending (stop logging into the course to complete assignments) and assume that the instructor will withdraw him or her. I will record a zero (0) for all assignments that a student fails to complete.

****IMPORTANT**** Internet students are required by Texas law to log into the course and complete the required first assignments **by** the official report day (ORD), August 30th, at 11:59 PM CST, or they will be dropped from the course.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, AirPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Disruptive behavior will not be tolerated under any circumstances. Students who fail to follow classroom guidelines compromise the educational experience of their peers and undermine the integrity of the learning environment. All individuals are expected to recognize the importance of maintaining a constructive and respectful academic atmosphere. Professional conduct is required at all times and in all forms of communication, both verbal and written. Students must act with civility and demonstrate respect toward others participating in the course.

Academic Honesty: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment and forfeit all extra credit for the semester**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college. Students who wish to appeal an academic dishonesty determination via the complaint form. Complaint forms are available on MyPJC under the Student Tab.

Academic dishonesty will NOT be tolerated under any circumstances. Any student suspected of cheating on an assignment, quiz, or exam will receive a **score of zero (0)** for that work and will be reported to the **Division Dean**. Students who are suspected or found to have engaged in academic dishonesty for a second offense will receive an automatic **grade of "F" for the course**. Students who wish to contest an academic dishonesty determination may pursue the formal appeals process outlined in the **PJC Student Handbook**.

AI Statement: Ethical Considerations and Consequences for Misuse: The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Honesty Policy, Student Conduct, or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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Illness Policy: Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



PSYC 2314 Class Schedule/Study Schedule:

***The instructor may adapt or adjust the syllabus schedule as needed.

DATE	DISCUSSION/CLASS ACTIVITIES	ASSIGNMENTS/EXAMS Due Dates and Closure Dates	Points
August 24	Introduction to Course and Syllabus Review	• Read the Syllabus • Syllabus Quiz – online--DUE • Statement of Acknowledgement – online--DUE	• 7 points EC • 1 point EC
August 25	Introduction to Course and Syllabus Review	• Announcements—Read—online • My PJC – Be able to locate – online • Internal Course Email (check)	
August 26	Introduction to Course and Syllabus Review	• Set up PEARSON/REVEL Access – online • Read—How to Navigate PowerPoints for Blackboard and PEARSON/REVEL • Blackboard & REVEL Acknowledgment	• 1 Point • 1 Point
August 27	APA Study Habits Survey	• Study Habits Survey- online • APA Presentation—online PowerPoint • APA Quiz – online	• 17 Points • 15 Points
August 31	Read Chapter 1	• Chapter 1 PEARSON/REVEL Reading Quizzes –online – due/closes	• 45 Points
September 1	Chapter 1 Study Habits Survey APA Quiz	• Study Habits Survey closes • APA Quiz Closes	• 30 Points
September 2	Chapter 2	• Chapter 2 PEARSON/REVEL assignment – online – due/closes	• 15 Points
September 3	Section 1 Discussion Chapters 1 & 2	• Section 1 Discussion—online -- <u>Closes</u>	• 34 Points
September 4		• Quiz A – online – is due at 11:59 PM, Central Standard Time.	• 12.5 Points
September 7	Read Chapter 3	• Chapter 3 PEARSON/REVEL assignment -- online – due/closes	• 45 Points
September 8	Chapter 3	• Finish reading Chapter 3 and start reading Chapter 4	
September 9	Read Chapter 4	• Chapter 4 PEARSON/REVEL assignment – online – due/closes	• 45 Points
September 10	Chapter 5	• Start reading Chapter 5 •	
September 11	Chapters 3 & 4 Chapters 1, 2, 3, & 4	• Quiz B – Chapters 3 & 4 – online – 11:59 PM, Central Standard Time • All Section 1 coursework Closes (Online Quizzes, etc.) for Section 1 must be submitted by 11:59 PM, Central Standard Time	• 12.5 Points
September 14	Read Chapter 5	• Chapter 5 PEARSON/REVEL assignment – online – due/closes	• 45 Points
September 15	Read Chapter 6	• Chapter 6 PEARSON/REVEL assignment – online – due/closes	• 45 Points
September 16	Section 2 Discussion	• Section 2 Discussion—online—Closes • Midterm Exam Opens	• 33 Points

September 17		MIDTERM GRADES WILL BE REPORTED	
September 18	Read Chapter 7	Quiz C – Chapters 5 & 6 – online – 11:59 PM, Central Standard Time Chapter 7 PEARSON/REVEL assignment – online – due/closes	12.5 Points 45 Points
September 18	Midterm Grades	Midterm Grades will be posted online	
September 21	Chapters 7 & 8	Chapter 8 PEARSON/REVEL assignment – online – due/closes	45 Points
September 22	Chapters 5, 6, 7, & 8	- Study/Prepare for the Midterm Exam Quiz D – chapters 7 & 8 – online—11:59 PM, Central Standard Time All Section 2 Coursework Closes (Online quizzes, etc.). Section 2 coursework must be submitted by 11:59 PM CST.	12.5 Points
September 23	Midterm Exam (Chapters 1-8)	Midterm Exam – Online	100 Points
September 24	RAC Assignment Midterm Exam Preparedness Survey Read Chapter 9	Ethnocentric Assignment (RAC Quiz) – online Midterm Exam Preparedness Survey—online Chapter 9 PEARSON/REVEL assignment – online – due/closes	15 Points 17 Points 45 Points
September 28	Chapter 9 Section 3 Discussion Read Chapter 10	Section 3 Discussion –online—closes Chapter 10 PEARSON/REVEL assignment – online – due/closes	33 Points 45 Points
September 29	Chapters 9 & 10 Read Chapters 11 & 12 Midterm Exam Preparedness Survey Ethnocentrism/RAC assignment	Quiz E – Chapters 9 & 10 – online – 11:59 PM, Central Standard Time Chapters 11 & 12 PEARSON/REVEL assignment – online – due/closes Midterm Exam Preparedness Survey Closes Ethnocentrism/ RAC -- Closes	12.5 Points 90 Points
September 30	Chapters 9, 10, 11, & 12	Quiz F – Chapters 11 & 12 – online – 11:59 PM, Central Standard Time All Section 3 coursework Closes (Online Quizzes and surveys) for Section 3 must be submitted by 11:59 PM, Central Standard Time	12.5 Points
October 1	Chapters 13, 14, & 15	Chapters 13, 14, & 15 PEARSON/REVEL assignment – online – due/closes	135 Points
October 5	Chapters 13, 14, & 15 Cross-Cultural Psychology Assignment	Cross-Cultural Psychology Assignment – online – due	20 Points
October 6	Chapters 13, 14, & 15 Final Exam Preparedness	Final Exam Preparedness Survey Final Exam Opens	16 Points
October 7	Review for Final Exam	Quiz G– Chapters 13, 14, & 15, 11:59 PM, Central Standard Time	25 Points

		• All Section 4 coursework closes (Online Quizzes, final survey, Cultural Psychology Assignment) for Section 4; must be submitted by 11:59 PM, Central Standard Time.	
October 8	<i>Core Psychology Assessment (SLO)</i>	• Core Psychology Assessment/ SLO Assignment	• 20 EC Points
October 12	<i>THE Final Exam (Chapters 9 – 15)</i>	• Final Exam – Due --Online	• 100 Points
		•	

Non-discrimination clause: Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

PSYC 2301.25D0
General Psychology
Fall 2026: 16-week concurrent online

Instructor: Marla Cox

Office: GC#209

Phone: (903) 453-6432

Email: mcox@parisjc.edu

Meeting Location: online

Meeting Days: online

Meeting Times: online

Office Hours: (First 8 weeks) Mondays & Wednesdays: 9:00am-11:00am (GC)

Tuesdays & Thursdays: 9:00am-12:00pm (SSC)

(Second 8 weeks) Mondays & Wednesdays: 10:45am-12:45pm (GC)

Tuesdays & Thursdays: 10:45am-1:45pm (SSC)

Course Description:

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

Required Prerequisite: TSI met in Reading and Writing

Semester Credit Hours: 3

Course Classification: Academic Course Guide Manual (ACGM)

Core Curriculum: This is a Paris Junior College Core Curriculum course.

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the Dragon Now, PJC Equity Access Program. PJC has partnered with the Follett Access Program and MacMillan Learning via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and **you will NOT need to purchase the required course materials separately**. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. You may contact the Business Office at <https://www.parisjc.edu/business/index.php>.

Your required eBook and course materials for PSYC 2301, Achieve for Discovering Psychology (10th Edition) by Nolan & Hockenbury, ISBN# 9781319599669 will be delivered digitally in your Blackboard Ultra course provided by your instructor when you register and activate your Achieve: Read & Practice account inside the course.

Course Goals and Objectives:

Foundational Component Area: General Psychology

Social and Behavioral Science Courses in this category focus on developing ideas and express them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical Thinking Skills -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Communication Skills -- to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Empirical and Quantitative Skills-to include the manipulation and analysis of numerical data or observable facts resulting informed conclusions.
4. Social Responsibility -- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Specific Course Objectives: Upon successful completion of this course, students will:

1. Identify various research methods and their characteristics used in the scientific study of psychology.
2. Describe the historical influences and early schools of thought that shaped the field of psychology.
3. Describe some of the prominent perspectives and approaches used in the study of psychology.
4. Use terminology unique to the study of psychology.
5. Describe accepted approaches and standards in psychological assessment and evaluation.
6. Identify factors in physiological and psychological processes involved in human behavior.

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Evaluation Methods:

Students will be given the following opportunities to demonstrate knowledge of class material:

Assessment/ Activity Title	Description	Total Points Available
Achieve: Read & Practice Learning Curve Assignments	Students will complete Achieve Learning Curve (3 points each) & Video assignments (4 points each) in the MacMillan Interactive course space embedded in Blackboard, for which they will need to create an Achieve account using the link inside the "Start Here" folder. Students will complete, between, 4-6 assignments per chapter.	173 points (28.9%)
Discussion Forum Participation	Students will participate in online Discussion Forums with peers for each Section. Original contributions earn 8 points, and peer responses earn 1 point, based on a grading rubric for 9 points each.	27 points (4.5%)
Essay Exams	Students will complete 3 Essay Exams for each Section. Students <u>MUST</u> use their textbook and Video Lectures to	100 points (16.6%)

	answer all essay questions. Other sources are not permitted. Each Essay Exam is worth 50 points.	
Timed Section Quizzes	Students will complete 3 <u>timed</u> Section Quizzes in Blackboard. Students can use their textbooks, notes/materials, but will have limited time, thus need to study and prepare for the objective quiz over chapters associated with each section. Each Quiz is worth between 30-40 points.	100 points (16.6%)
Comprehensive Final Exam	Students will complete a timed Comprehensive Final Exam worth 200 points. Students must study and prepare ahead of time in order to complete the full exam in the allotted time period. This exam will be available at the end of the semester.	200 points (33.3%)
		600 total possible points

Grading Criteria: The following grading scale will be used to determine letter grade assignments at the end of the semester.

Points Earned	Associated Letter Grade
540 points and above	A
480-539	B
420-479	C
360-419	D
Below 360	F

Course Policies:

- **Communications:** The most expedient method to contact me is **via the classroom messages in Blackboard or through my regular work email address**. Students emailing me (via blackboard or otherwise) should expect a response within 24 hours Monday-Thursday. Students emailing on Thursdays, after office hours have ended, will receive a response on the following Monday. Any exceptions to this schedule will be communicated via email.
- **Class Announcements:** Blackboard announcements are a key communication tool for sharing important course updates. These announcements may include weekly reminders about the “Recommended Work/Study Schedule” and Final Deadlines, exam details, instructor messages, and information about extra credit opportunities. **Students are responsible for all information shared in announcements, whether or not they choose to read them.** Failure to stay updated may result in missed deadlines, unsubmitted assignments, and lack of preparation for class activities or exams. Blackboard tracks announcement views and generates reports for instructors identifying not only the amount of time spent in the course, but also students’ level of overall engagement.
- **Official Student Email Policy:** Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—

including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

- **Late Work Policy:**

- **Final Deadlines are final.** To be fair and consistent, **I do not grant extensions beyond them.**
- **Recommended Due Dates** are suggested submission targets to help you pace yourself—but only the **Final Deadlines** determine whether or not you can receive credit.
- There are **no grading penalties** for missing a Recommended Due Date, but if you miss a Final Deadline, the assignment, quiz, or exam will be locked, and you'll receive a **zero**.
- If you're struggling, **contact me early**. Most issues can be addressed if caught in time. There is very little I can do to help on the **day of a Final Deadline** or in the **final days of the semester**.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, November 12.**

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student.

- Attendance will be recorded in a college database based on the "Recommended Due Dates" for each chapter in each Section as well as "Final Deadlines" for final section assessments.
- Students not submitting work by the "Recommended Due Dates," will be marked absent.
- While students do not receive attendance points for the class based on this system and reporting, it is still an institutional requirement and helps encourage students to log in daily to stay on track and meet all Final Deadlines.
- Please be advised that attendance information, regarding students' participation/activity online, can be viewed by other departments at the institution.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Netiquette:

When communicating via the online mechanisms of this course, it is important to remember that those communications are conducted in a public forum and should reflect a level of professionalism reflective of that forum. At a minimum, communications should be respectful of others and use appropriate writing mechanics (spelling, grammar, etc.). Profanity will NOT be tolerated.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

- Any student found to have committed **academic dishonesty**—including cheating, plagiarism, or unauthorized collaboration—will:
 - Receive an **immediate zero** on the assignment, quiz, or exam in question (first offense)
 - Receive an **F in the course**, regardless of points earned (second offense)
 - **Not** be allowed to make up the work
 - Be **referred to the Dean of Social Sciences** for potential disciplinary action, which may include **dismissal from the college**
- Students suspected of academic dishonesty may be required to provide evidence to support their innocence.

Artificial intelligence (AI) Policy:

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

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You can return to your normal activities when, for at least 24 hours, both are true:

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

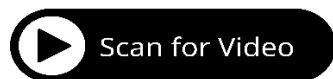
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 8/24-8/28		Course introduction, syllabus review, & introductory assignments.

Week 2 8/31-9/4	Introduction and Research Methods	Chapter 1 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 3 9/8-9/11	Neuroscience and Behavior	Chapter 2 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 4 9/14-9/18	Consciousness and its Variations	Chapter 4 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 5 9/21-9/25	Section 1 Assessment Week	Final Deadline for Section 1 Essay Exam, Discussion Forum, & Timed Quiz.
Week 6 9/28-10/2	Learning	Chapter 5 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 7 10/5-10/9	Memory	Chapter 6 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 8 10/12-10/16	Personality	Chapter 11 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 9 10/19-10/23	Social Psychology	Chapter 12 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 10 10/26-10/30	Section 2 Assessment Week	Final Deadline for Section 2 Essay Exam, Discussion Forum, & Timed Quiz.
Week 11 11/2-11/6	Stress, Health, and Coping	Chapter 13 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 12 11/9-11/13	Psychological Disorders	Chapter 14 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 13 11/16-11/20	Therapies	Chapter 15 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 14 11/23-11/27		Enjoy your Thanksgiving Break!
Week 15 11/30-12/4	Section 3 Assessment Week	Final Deadline for Section 3 Essay Exam, Discussion Forum, & Timed Quiz.
Week 16 12/7-12/10	Final Course Assessments	SLO Assignment & Final Comprehensive Examination.

PSYC 2301.25D1
General Psychology
Fall 2026: 16-week concurrent online

Instructor: Marla Cox

Office: GC#209

Phone: (903) 453-6432

Email: mcox@parisjc.edu

Meeting Location: online

Meeting Days: online

Meeting Times: online

Office Hours: (First 8 weeks) Mondays & Wednesdays: 9:00am-11:00am (GC)

Tuesdays & Thursdays: 9:00am-12:00pm (SSC)

(Second 8 weeks) Mondays & Wednesdays: 10:45am-12:45pm (GC)

Tuesdays & Thursdays: 10:45am-1:45pm (SSC)

Course Description:

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

Required Prerequisite: TSI met in Reading and Writing

Semester Credit Hours: 3

Course Classification: Academic Course Guide Manual (ACGM)

Core Curriculum: This is a Paris Junior College Core Curriculum course.

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the Dragon Now, PJC Equity Access Program. PJC has partnered with the Follett Access Program and MacMillan Learning via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and **you will NOT need to purchase the required course materials separately**. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. You may contact the Business Office at <https://www.parisjc.edu/business/index.php>.

Your required eBook and course materials for PSYC 2301, Achieve for Discovering Psychology (10th Edition) by Nolan & Hockenbury, ISBN# 9781319599669 will be delivered digitally in your Blackboard Ultra course provided by your instructor when you register and activate your Achieve: Read & Practice account inside the course.

Course Goals and Objectives:

Foundational Component Area: General Psychology

Social and Behavioral Science Courses in this category focus on developing ideas and express them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical Thinking Skills -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Communication Skills -- to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Empirical and Quantitative Skills-to include the manipulation and analysis of numerical data or observable facts resulting informed conclusions.
4. Social Responsibility -- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Specific Course Objectives: Upon successful completion of this course, students will:

1. Identify various research methods and their characteristics used in the scientific study of psychology.
2. Describe the historical influences and early schools of thought that shaped the field of psychology.
3. Describe some of the prominent perspectives and approaches used in the study of psychology.
4. Use terminology unique to the study of psychology.
5. Describe accepted approaches and standards in psychological assessment and evaluation.
6. Identify factors in physiological and psychological processes involved in human behavior.

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Evaluation Methods:

Students will be given the following opportunities to demonstrate knowledge of class material:

Assessment/ Activity Title	Description	Total Points Available
Achieve: Read & Practice Learning Curve Assignments	Students will complete Achieve Learning Curve (3 points each) & Video assignments (4 points each) in the MacMillan Interactive course space embedded in Blackboard, for which they will need to create an Achieve account using the link inside the "Start Here" folder. Students will complete, between, 4-6 assignments per chapter.	173 points (28.9%)
Discussion Forum Participation	Students will participate in online Discussion Forums with peers for each Section. Original contributions earn 8 points, and peer responses earn 1 point, based on a grading rubric for 9 points each.	27 points (4.5%)
Essay Exams	Students will complete 3 Essay Exams for each Section. Students <u>MUST</u> use their textbook and Video Lectures to	100 points (16.6%)

	answer all essay questions. Other sources are not permitted. Each Essay Exam is worth 50 points.	
Timed Section Quizzes	Students will complete 3 <u>timed</u> Section Quizzes in Blackboard. Students can use their textbooks, notes/materials, but will have limited time, thus need to study and prepare for the objective quiz over chapters associated with each section. Each Quiz is worth between 30-40 points.	100 points (16.6%)
Comprehensive Final Exam	Students will complete a timed Comprehensive Final Exam worth 200 points. Students must study and prepare ahead of time in order to complete the full exam in the allotted time period. This exam will be available at the end of the semester.	200 points (33.3%)
		600 total possible points

Grading Criteria: The following grading scale will be used to determine letter grade assignments at the end of the semester.

Points Earned	Associated Letter Grade
540 points and above	A
480-539	B
420-479	C
360-419	D
Below 360	F

Course Policies:

- **Communications:** The most expedient method to contact me is **via the classroom messages in Blackboard or through my regular work email address**. Students emailing me (via blackboard or otherwise) should expect a response within 24 hours Monday-Thursday. Students emailing on Thursdays, after office hours have ended, will receive a response on the following Monday. Any exceptions to this schedule will be communicated via email.
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- **Final Deadlines are final.** To be fair and consistent, **I do not grant extensions beyond them.**
- **Recommended Due Dates** are suggested submission targets to help you pace yourself—but only the **Final Deadlines** determine whether or not you can receive credit.
- There are **no grading penalties** for missing a Recommended Due Date, but if you miss a Final Deadline, the assignment, quiz, or exam will be locked, and you'll receive a **zero**.
- If you're struggling, **contact me early**. Most issues can be addressed if caught in time. There is very little I can do to help on the **day of a Final Deadline** or in the **final days of the semester**.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, November 12.**

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- Attendance will be recorded in a college database based on the "Recommended Due Dates" for each chapter in each Section as well as "Final Deadlines" for final section assessments.
- Students not submitting work by the "Recommended Due Dates," will be marked absent.
- While students do not receive attendance points for the class based on this system and reporting, it is still an institutional requirement and helps encourage students to log in daily to stay on track and meet all Final Deadlines.
- Please be advised that attendance information, regarding students' participation/activity online, can be viewed by other departments at the institution.

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Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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When communicating via the online mechanisms of this course, it is important to remember that those communications are conducted in a public forum and should reflect a level of professionalism reflective of that forum. At a minimum, communications should be respectful of others and use appropriate writing mechanics (spelling, grammar, etc.). Profanity will NOT be tolerated.

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Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
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When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

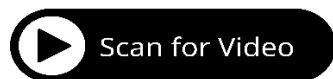
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 8/24-8/28		Course introduction, syllabus review, & introductory assignments.

Week 2 8/31-9/4	Introduction and Research Methods	Chapter 1 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 3 9/8-9/11	Neuroscience and Behavior	Chapter 2 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 4 9/14-9/18	Consciousness and its Variations	Chapter 4 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 5 9/21-9/25	Section 1 Assessment Week	Final Deadline for Section 1 Essay Exam, Discussion Forum, & Timed Quiz.
Week 6 9/28-10/2	Learning	Chapter 5 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 7 10/5-10/9	Memory	Chapter 6 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 8 10/12-10/16	Personality	Chapter 11 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 9 10/19-10/23	Social Psychology	Chapter 12 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 10 10/26-10/30	Section 2 Assessment Week	Final Deadline for Section 2 Essay Exam, Discussion Forum, & Timed Quiz.
Week 11 11/2-11/6	Stress, Health, and Coping	Chapter 13 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 12 11/9-11/13	Psychological Disorders	Chapter 14 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 13 11/16-11/20	Therapies	Chapter 15 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 14 11/23-11/27		Enjoy your Thanksgiving Break!
Week 15 11/30-12/4	Section 3 Assessment Week	Final Deadline for Section 3 Essay Exam, Discussion Forum, & Timed Quiz.
Week 16 12/7-12/10	Final Course Assessments	SLO Assignment & Final Comprehensive Examination.

PSYC 2301.20E0
General Psychology
Fall 2026: 8-week online

Instructor: Marla Cox

Office: GC#209

Phone: (903) 453-6432

Email: mcox@parisjc.edu

Office Hours: Mondays & Wednesdays: 9:00am-11:00am (GC)

Tuesdays & Thursdays: 9:00am-12:00pm (SSC)

Meeting Location: online

Meeting Days: online

Meeting Times: online

Course Description:

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

Required Prerequisite: TSI met in Reading and Writing

Semester Credit Hours: 3

Course Classification: Academic Course Guide Manual (ACGM)

Core Curriculum: This is a Paris Junior College Core Curriculum course.

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the Dragon Now, PJC Equity Access Program. PJC has partnered with the Follett Access Program and MacMillan Learning via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and **you will NOT need to purchase the required course materials separately**. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. You may contact the Business Office at <https://www.parisjc.edu/business/index.php>.

Your required eBook and course materials for PSYC 2301, Achieve for Discovering Psychology (10th Edition) by Nolan & Hockenbury, ISBN# 9781319599669 will be delivered digitally in your Blackboard Ultra course provided by your instructor when you register and activate your Achieve: Read & Practice account inside the course.

Course Goals and Objectives:

Foundational Component Area: General Psychology

Social and Behavioral Science Courses in this category focus on developing ideas and express them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

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Course Requirements and Evaluation:

Required Activity:

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Students will be given the following opportunities to demonstrate knowledge of class material:

Assessment/ Activity Title	Description	Total Points Available
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Timed Section Quizzes	Students will complete 3 <u>timed</u> Section Quizzes in Blackboard. Students can use their textbooks, notes/materials, but will have limited time, thus need to study and prepare for the objective quiz over chapters associated with each section. Each Quiz is worth between 30-40 points.	100 points (16.6%)
Comprehensive Final Exam	Students will complete a timed Comprehensive Final Exam worth 200 points. Students must study and prepare ahead of time in order to complete the full exam in the allotted time period. This exam will be available at the end of the semester.	200 points (33.3%)
		600 total possible points

Grading Criteria: The following grading scale will be used to determine letter grade assignments at the end of the semester.

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Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, October 1.**

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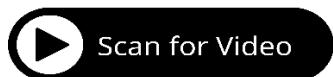
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DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
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Week 2 8/31-9/4	Neuroscience and Behavior Consciousness and its Variations	Chapters 2 & 4 reading assignment, video instruction assignments, Achieve work, Discussion Forum contribution, & Essay Exam questions for associated chapters.
Week 3 9/8-9/11	Learning	Final Deadline for Section 1 Essay Exam, Discussion Forum, & Quiz. Chapter 5 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
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Week 5 9/21-9/25	Personality Social Psychology	Chapters 11 & 12 reading assignments, video instruction assignments, Achieve work, & Essay Exam questions for associated chapters. Final Deadline for Section 2 Essay Exam, Discussion Forum, & Quiz.
Week 6 9/28-10/2	Stress, Health, and Coping Psychological Disorders	Chapters 13 & 14 reading assignment, video instruction assignments, Achieve work, Discussion Forum contribution, & Essay Exam questions for associated chapters.
Week 7 10/5-10/9	Psychological Disorders Therapies	Chapters 14 & 15 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapters. Final Deadline for Section 3 Essay Exam, Discussion Forum, & Quiz.
Week 8 10/12-10/15		SLO Assignment & Final Comprehensive Examination.

**PSYC 2301.20E1
General Psychology
Fall 2026: 8-week online**

Instructor: Marla Cox

Office: GC#209

Phone: (903) 453-6432

Email: mcox@parisjc.edu

Office Hours: Mondays & Wednesdays: 9:00am-11:00am (GC)

Tuesdays & Thursdays: 9:00am-12:00pm (SSC)

Meeting Location: online

Meeting Days: online

Meeting Times: online

Course Description:

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

Required Prerequisite: TSI met in Reading and Writing

Semester Credit Hours: 3

Course Classification: Academic Course Guide Manual (ACGM)

Core Curriculum: This is a Paris Junior College Core Curriculum course.

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the Dragon Now, PJC Equity Access Program. PJC has partnered with the Follett Access Program and MacMillan Learning via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and **you will NOT need to purchase the required course materials separately**. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. You may contact the Business Office at <https://www.parisjc.edu/business/index.php>.

Your required eBook and course materials for PSYC 2301, Achieve for Discovering Psychology (10th Edition) by Nolan & Hockenbury, ISBN# 9781319599669 will be delivered digitally in your Blackboard Ultra course provided by your instructor when you register and activate your Achieve: Read & Practice account inside the course.

Course Goals and Objectives:

Foundational Component Area: General Psychology

Social and Behavioral Science Courses in this category focus on developing ideas and express them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical Thinking Skills -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

2. Communication Skills -- to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Empirical and Quantitative Skills-to include the manipulation and analysis of numerical data or observable facts resulting informed conclusions.
4. Social Responsibility -- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Specific Course Objectives: Upon successful completion of this course, students will:

1. Identify various research methods and their characteristics used in the scientific study of psychology.
2. Describe the historical influences and early schools of thought that shaped the field of psychology.
3. Describe some of the prominent perspectives and approaches used in the study of psychology.
4. Use terminology unique to the study of psychology.
5. Describe accepted approaches and standards in psychological assessment and evaluation.
6. Identify factors in physiological and psychological processes involved in human behavior.

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Evaluation Methods:

Students will be given the following opportunities to demonstrate knowledge of class material:

Assessment/ Activity Title	Description	Total Points Available
Achieve: Read & Practice Learning Curve Assignments	Students will complete Achieve Learning Curve (3 points each) & Video assignments (4 points each) in the MacMillan Interactive course space embedded in Blackboard, for which they will need to create an Achieve account using the link inside the "Start Here" folder. Students will complete, between, 4-6 assignments per chapter.	173 points (28.9%)
Discussion Forum Participation	Students will participate in online Discussion Forums with peers for each Section. Original contributions earn 8 points, and peer responses earn 1 point, based on a grading rubric for 9 points each.	27 points (4.5%)
Essay Exams	Students will complete 3 Essay Exams for each Section. Students <u>MUST</u> use their <u>textbook</u> and <u>Video Lectures</u> to answer all essay questions. Other sources are not permitted. Each Essay Exam is worth 50 points.	100 points (16.6%)

Timed Section Quizzes	Students will complete 3 <u>timed</u> Section Quizzes in Blackboard. Students can use their textbooks, notes/materials, but will have limited time, thus need to study and prepare for the objective quiz over chapters associated with each section. Each Quiz is worth between 30-40 points.	100 points (16.6%)
Comprehensive Final Exam	Students will complete a timed Comprehensive Final Exam worth 200 points. Students must study and prepare ahead of time in order to complete the full exam in the allotted time period. This exam will be available at the end of the semester.	200 points (33.3%)
		600 total possible points

Grading Criteria: The following grading scale will be used to determine letter grade assignments at the end of the semester.

Points Earned	Associated Letter Grade
540 points and above	A
480-539	B
420-479	C
360-419	D
Below 360	F

Course Policies:

- **Communications:** The most expedient method to contact me is **via the classroom messages in Blackboard or through my regular work email address**. Students emailing me (via blackboard or otherwise) should expect a response within 24 hours Monday-Thursday. Students emailing on Thursdays, after office hours have ended, will receive a response on the following Monday. Any exceptions to this schedule will be communicated via email.
- **Class Announcements:** Blackboard announcements are a key communication tool for sharing important course updates. These announcements may include weekly reminders about the “Recommended Work/Study Schedule” and Final Deadlines, exam details, instructor messages, and information about extra credit opportunities. **Students are responsible for all information shared in announcements, whether or not they choose to read them.** Failure to stay updated may result in missed deadlines, unsubmitted assignments, and lack of preparation for class activities or exams. Blackboard tracks announcement views and generates reports for instructors identifying not only the amount of time spent in the course, but also students’ level of overall engagement.
- **Official Student Email Policy:** Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student’s PJC email account.

- **Late Work Policy:**

- **Final Deadlines are final.** To be fair and consistent, **I do not grant extensions beyond them.**
- **Recommended Due Dates** are suggested submission targets to help you pace yourself—but only the **Final Deadlines** determine whether or not you can receive credit.
- There are **no grading penalties** for missing a Recommended Due Date, but if you miss a Final Deadline, the assignment, quiz, or exam will be locked, and you'll receive a **zero**.
- If you're struggling, **contact me early**. Most issues can be addressed if caught in time. There is very little I can do to help on the **day of a Final Deadline** or in the **final days of the semester**.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, October 1.**

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student.

- Attendance will be recorded in a college database based on the "Recommended Due Dates" for each chapter in each Section as well as "Final Deadlines" for final section assessments.
- Students not submitting work by the "Recommended Due Dates," will be marked absent.
- While students do not receive attendance points for the class based on this system and reporting, it is still an institutional requirement and helps encourage students to log in daily to stay on track and meet all Final Deadlines.
- Please be advised that attendance information, regarding students' participation/activity online, can be viewed by other departments at the institution.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Netiquette:

When communicating via the online mechanisms of this course, it is important to remember that those communications are conducted in a public forum and should reflect a level of professionalism reflective of that forum. At a minimum, communications should be respectful of others and use appropriate writing mechanics (spelling, grammar, etc.). Profanity will NOT be tolerated.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

- Any student found to have committed **academic dishonesty**—including cheating, plagiarism, or unauthorized collaboration—will:
 - Receive an **immediate zero** on the assignment, quiz, or exam in question (first offense)
 - Receive an **F in the course**, regardless of points earned (second offense)
 - **Not** be allowed to make up the work
 - Be **referred to the Dean of Social Sciences** for potential disciplinary action, which may include **dismissal from the college**
- Students suspected of academic dishonesty may be required to provide evidence to support their innocence.

Artificial intelligence (AI) Policy:

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g.,

Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

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It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

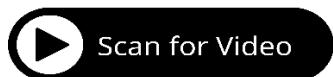
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 8/24-8/28	Introduction and Research Methods Neuroscience and Behavior	Course introduction, syllabus review, & introductory assignments. Chapter 1 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.

Week 2 8/31-9/4	Neuroscience and Behavior Consciousness and its Variations	Chapters 2 & 4 reading assignment, video instruction assignments, Achieve work, Discussion Forum contribution, & Essay Exam questions for associated chapters.
Week 3 9/8-9/11	Learning	Final Deadline for Section 1 Essay Exam, Discussion Forum, & Quiz. Chapter 5 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapter.
Week 4 9/14-9/18	Memory Personality	Chapters 6 & 11 reading assignments, video instruction assignments, Achieve work, Discussion Forum Contribution, & Essay Exam questions for associated chapters.
Week 5 9/21-9/25	Personality Social Psychology	Chapters 11 & 12 reading assignments, video instruction assignments, Achieve work, & Essay Exam questions for associated chapters. Final Deadline for Section 2 Essay Exam, Discussion Forum, & Quiz.
Week 6 9/28-10/2	Stress, Health, and Coping Psychological Disorders	Chapters 13 & 14 reading assignment, video instruction assignments, Achieve work, Discussion Forum contribution, & Essay Exam questions for associated chapters.
Week 7 10/5-10/9	Psychological Disorders Therapies	Chapters 14 & 15 reading assignment, video instruction assignments, Achieve work, & Essay Exam questions for associated chapters. Final Deadline for Section 3 Essay Exam, Discussion Forum, & Quiz.
Week 8 10/12-10/15		SLO Assignment & Final Comprehensive Examination.

PSYC 2301.40H0
General Psychology
Fall 2026: 8-week hybrid

Instructor: Marla Cox

Office: GC #209

Phone: (903) 453-6432

Email: mcox@parisjc.edu

Office Hours: Mondays & Wednesdays: 9:00am-11:00am (GC)

Tuesdays & Thursdays: 9:00am-12:00pm (SSC)

Meeting Location: GC 221

Meeting Days: MW

Meeting Times: 11:00am-12:15pm

Course Description:

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

Required Prerequisite: TSI met in Reading and Writing

Semester Credit Hours: 3

Course Classification: Academic Course Guide Manual (ACGM)

Core Curriculum: This is a Paris Junior College Core Curriculum course.

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the Dragon Now, PJC Equity Access Program. PJC has partnered with the Follett Access Program and MacMillan Learning via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and **you will NOT need to purchase the required course materials separately**. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. You may contact the Business Office at <https://www.parisjc.edu/business/index.php>.

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Course Goals and Objectives:

Foundational Component Area: General Psychology

Social and Behavioral Science Courses in this category focus on developing ideas and express them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical Thinking Skills -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

2. Communication Skills -- to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Empirical and Quantitative Skills-to include the manipulation and analysis of numerical data or observable facts resulting informed conclusions.
4. Social Responsibility -- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Specific Course Objectives: Upon successful completion of this course, students will:

1. Identify various research methods and their characteristics used in the scientific study of psychology.
2. Describe the historical influences and early schools of thought that shaped the field of psychology.
3. Describe some of the prominent perspectives and approaches used in the study of psychology.
4. Use terminology unique to the study of psychology.
5. Describe accepted approaches and standards in psychological assessment and evaluation.
6. Identify factors in physiological and psychological processes involved in human behavior.

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Evaluation Methods:

Students will be given the following opportunities to demonstrate knowledge of class material:

Assessment/ Activity Title	Description	Value
(Pre-Lecture) Achieve Assignments	Students will complete between 4-6 pre-lecture learning curve quiz and video assignments in the Achieve interactive course space embedded in Blackboard (<i>online</i>). All Achieve assignments MUST BE COMPLETED BEFORE STUDENTS ARRIVE TO CLASS for that associated Chapter lecture. Students can earn 3 points for each completed pre-lecture learning curve assignment and 4 points for pre-lecture video assignments.	173 points
(Post-Lecture) Timed, Chapter Quizzes	Students will complete 10 timed, post-lecture quizzes (<i>online</i>) in Blackboard to test their mastery of the material after completing all pre-lecture work and attending the live lecture for each specific chapter. Each post-lecture quiz is worth 10 points.	100 points
(In-Class) Collaborative Quizzes	Students will complete two in-class open-book, collaborative quizzes. Each quiz will be worth 50 points.	100 points
(In-Class) Major Exams	Students will complete 2 closed-book major exams this semester. Major exams will be proctored in the classroom, and students will not be allowed to access	200 points

	any course materials. Exam 1 covers Chapters 1, 2, 4, 5, & 6 and Exam 2 covers Chapters 11, 12, 13, 14, & 15. Each exam is worth 100 points.	
(Online) APA Assignment	Students will complete an online assignment designed to introduce APA guidelines and evaluate their ability to apply these standards in technical writing.	27 points
		600 total possible points

Grading Criteria: The following grading scale will be used to determine letter grade assignments at the end of the semester.

Points Earned	Associated Letter Grade
540 points and above	A
480-539	B
420-479	C
360-419	D
Below 360	F

Course Policies:

- **Communications:** The most expedient method to contact me is **via the classroom messages in Blackboard or through my regular work email address**. Students emailing me (via blackboard or otherwise) should expect a response within 24 hours Monday-Thursday. Students emailing on Thursdays, after office hours have ended, will receive a response on the following Monday. Any exceptions to this schedule will be communicated via email.
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- **Late Work Policy:**
 - **Final Deadlines are final.** To be fair and consistent, **I do not grant extensions beyond them.**

- These deadlines are **strict and final**. To be fair and consistent with all students, I do **not offer extensions**.
- You are given ample time and opportunity to submit work early.
Missing a final deadline means forfeiting credit for that assignment, activity, or exam—a score of **zero** will be recorded.
- If you're struggling, **contact me early**. Most issues can be addressed if caught in time. There is very little I can do to help on the **day of a Final Deadline** or in the **final days of the semester**.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, October 1**.

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course, with a grade of "W," is Thursday, February 19.** Students can complete a withdrawal request form through their Student Account in MyPJC.

- ****IMPORTANT**** Attendance will be recorded after each class period.
- Students not attending class will be counted absent.
- While students do not receive attendance points for the class, documentation is an institutional requirement and helps encourage students to log in to Blackboard and attend scheduled courses.
- Please be advised that attendance information, regarding students' participation/activity online, can be viewed by other departments at the institution.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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Vice President or the College President and may result in suspension or expulsion from the college.

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Artificial intelligence (AI) Policy:

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Citation Requirements

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was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

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You can return to your normal activities when, for at least 24 hours, both are true:

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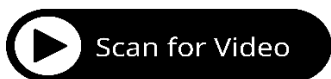
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 8/24-8/28	Introduction and Research Methods	Course introduction, syllabus review, & introductory assignments. Chapter 1 reading assignment, Achieve work, & Timed Quiz.
Week 2 8/31-9/4	Neuroscience and Behavior Consciousness and its Variations	Chapters 2 & 4 reading assignment, Achieve work, & Timed Quizzes.
Week 3 9/8-9/11	Learning	Chapter 5 reading assignment, Achieve work, & Timed Quiz.
Week 4 9/14-9/18	Memory	Chapter 6 reading assignment, Achieve work, & Timed Quiz. Section 1 Major Exam.

Week 5 9/21-9/25	Personality Social Psychology	Chapters 11 & 12 reading assignments, Achieve work, & Timed Quizzes.
Week 6 9/28-10/2	Stress, Health, and Coping Psychological Disorders	Chapters 13 & 14 reading assignment, Achieve work, & Timed Quizzes.
Week 7 10/5-10/9	Therapies	Chapter 15 reading assignment, Achieve work, & Timed Quiz. Section 2 Major Exam.
Week 8 10/12-10/15	APA Guidelines	SLO Assignment, APA Assignment, and Comp. Final Make-up Exam.

RADR 2209.10A0
Radiographic Imaging Equipment
Fall 2026

Instructor: Laura Fendley
Office: 1066
Phone: 903-782-0765
Email: lfendley@parisjc.edu

Meeting Location: Rm 1101, WTC
Meeting Days: Tuesdays
Meeting Times: 8:30a-9:30a, 9:30a-1:30p
Office Hours: By appointment

Course Description

Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process. Credits: 2 SCH

Required Textbook(s) and Materials

1. *Radiologic Science for Technologists Physics, Biology, & Protection*, Bushong and Shields, 13th edition, 2026, ISBN: 978-0-3237-6536-7
2. *Principles of Radiographic Imaging: An Art and a Science*, Adler & Carlton, 6th edition, 2018, ISBN: 978-0-323-66134-8
3. *Principles of Radiographic Imaging: An Art and a Science*, Carlton, Adler, Balac, and Stewart, 7th edition, 2027, ISBN: 978-0-443-38415-8

Course Goals and Objectives

Differentiate between conventional and digital equipment; explain the physics of x-ray production; describe x-ray circuits; and relate conventional and digital equipment components to the imaging process.

Program-Level Student Learning Outcomes

Students will be able to perform these outcomes upon completion of the program:

- Students will apply proper positioning skills.
- Student will select appropriate technical factors for digital imaging.
- Students will demonstrate radiation protection.
- Students will demonstrate effective oral communication skills with staff, preceptors, & patients.
- Students will demonstrate effective written communication skills.
- Students will manipulate technical factors for non-routine examinations.
- Students will demonstrate positioning for trauma patients.
- Students will demonstrate professionalism in clinical situations.
- Students will demonstrate exemplary customer service.
- Students will evaluate radiographic images effectively.
- Students will demonstrate critical thinking in trauma situations.

Course-Level Student Learning Outcomes

1. Differentiate between conventional and digital equipment.
2. Describe x-ray circuits.
3. Relate conventional and digital equipment components to the imaging process.
4. Identify computer systems in radiologic sciences and applications.

Course Structure and Organization

Practical work experience in a variety of healthcare settings
Group activities
Computer assisted instruction
Audio-visuals
Oral and written assignments
Critical thinking or problem-solving activities

Course Requirements and Evaluation

In order to pass RADR 2209, the student must complete all objectives and achieve a final average grade of **75** or higher:

Unit Exams	50%
Quizzes	15%
Assignments, Group Project, Labs	25%
Final Exam	10%

The weighted average of the exams (unit and final) MUST be 75.0% or greater before ANY other course grades are averaged to compose the final grade. If the weighted exam average is below 75.0%, the student will receive the grade of “F” for the course regardless of any other grade(s).

If you miss an exam, you must contact the instructor as soon as possible. Make-up exams may be an alternate examination and must be completed by the next scheduled class day.

Missed quizzes cannot be made up and will result in a grade of zero.

Students who have unsatisfactory progress in classroom will be given written notification and a plan for remediation will be completed. A plan will be recommended to improve future grades.

All lab assignments, group project(s), and assigned coursework are a requirement for course completion. Failure to participate will result in a grade of “F” for the course regardless of any other grade(s).

No extra credit will be offered.

Required Activity

All students must complete the Student Acknowledgment located in the "Start Here" section of Blackboard by 10:00 p.m. by August 31, 2026. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Late Work

To promote timely submission of assignments and ensure the orderly progression of the course, late work will be accepted only under the following conditions:

Assignments submitted after the designated due date but before the start of the next scheduled class meeting will be subject to a standard deduction of 20 points from the earned score. Assignments submitted after the beginning of the next class meeting will not be accepted and will receive a grade of zero. Students are encouraged to plan accordingly and communicate with the instructor in advance if circumstances may impact their ability to meet assignment deadlines.

All assigned coursework is considered a required component of the course. Failure to complete assigned coursework may impede a student's ability to successfully progress to the next course in the program sequence. Additionally, failure to complete required coursework, including assigned remediation activities, constitutes a failure to meet course objectives.

Class Attendance

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of “W” is November 12, 2026.**

Radiology Technology students will follow the absence and tardy policies of Paris Junior College as discussed in the school catalog, with the following modifications because of the nature of radiology technology:

1. During inclement weather on classroom days, the student must make his/her own decision regarding safety for travel to school. A student who decides not to attend class/clinicals because of inclement weather will receive an absence unless official notification by the college has been made that classes are closed.
2. Students missing less than 30 minutes of classroom time during a given day will receive a tardy. Students missing 30 minutes or more will be given an absence. A tardy or absence, such as arriving late or leaving early may occur at any point during the day.
3. Three (3) tardies = one (1) absence.
4. Students who are absent will be required to make up the lab/classroom hours if required.
5. Students missing any time after three (3) absences **per course** per semester are subject to dismissal from the program. Upon return to school, the student must make a request to the Program Coordinator to discuss absences. The student may provide supporting evidence to validate the necessity of the absence.

Procedure for Reporting an Absence or Tardy

When a student must be late or absent from the classroom, that individual must notify the didactic instructor by telephone (call or text message) before the scheduled course begins. When calling, the student should attempt to contact the instructor, but if this person is unavailable, speak to the next person in line of authority. The student must obtain the name and position of the person contacted about the absence, as well as the time. The student should then convey his/her message to the course instructor via telephone (call or text message) with the documented information (name, position, time). Failure to comply with the requirements may result in automatic probation. Abuse of these rules may result in a termination from the program.

Illness Policy

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, **and**
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Class Conduct

Please put away all cell phones, pagers, iPods, AirPods, headphones, recording devices, smart watches, cameras, etc. before entering the classroom/laboratory/clinical site. There will be a designated location in the classroom for those students who bring devices to class. **All devices must be powered "off" to minimize classroom disruptions.** Students may access their devices during break times or in case of an emergency. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Complaint Procedures

Students should address all complaints or concerns with their course instructor **first**. If the issue is not resolved the student should reference the RTP Student Handbook for the official grievance procedure.

Artificial intelligence

Artificial intelligence (AI) tools may be used in this course at the student's discretion. However, in keeping with scholarly and academic integrity standards, AI may not be used to generate written assignments, research content, or sources submitted for credit. Students are responsible for independently verifying the accuracy of any AI-assisted materials used for studying (such as flashcards or study guides), as AI tools are known to produce inaccurate or fabricated information. Submitting AI-generated content as one's own work constitutes academic dishonesty.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence including notices of academic status, financial aid, billing, registration, and campus alerts will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, quizzes, assignments, plagiarism, or collusion with others will be referred to the appropriate Division Vice President or the College President for disciplinary action such as dismissal from the college. **These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester.**

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

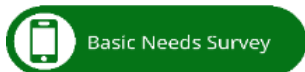
Technical Support

For any technical difficulties within the course you may reach tech support at techsupport@parisjc.edu.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by a Blackboard Announcement and student email. The new syllabus will also be posted within the Blackboard course.

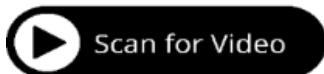
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988, help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule

1	08/25	Orientation - Assign Lab Groups, Group Equipment Projects
2	09/01	Basics of Electricity & Circuitry A&C- Ch. 3; B- Ch. 5
3	09/08	Electromagnetism - A&C- Ch. 4; B- Ch. 5 QUIZ #1
4	09/15	Exam - Lab Experiments Group 1 Group Project Checkpoint #1 due
5	09/22	X-ray Equipment - A&C- Ch. 6; B- Ch. 6, 14
6	09/29	X-ray Tube, AEC - A&C- Ch. 5, 7; B- Ch. 7, 6, 14 QUIZ #2
7	10/06	Exam - Lab Experiments Group 2 Group Project Checkpoint #2 due
8	10/13	Grids, Filtration, Beam Restriction A&C- Ch. 18, 11, 15; B- Ch. 15, 9, 13
9	10/20	Mobile Radiography, Fluoroscopy A&C- Ch. 32, 33; B- Ch. 6, 19 Lab - Group Project Breakouts QUIZ #3
10	10/27	Exam - Lab Experiments Group 3 Group Project Checkpoint #3
11	11/03	Digital Radiography Part 1 A&C- Ch. 20, 21; B- Ch. 12, 13, 14, 16
12	11/10	Digital Radiography Part 2 QUIZ #4 A&C Ch. 22, 23; B- Ch. 12, 13, 14, 16 Group Project Checkpoint #4
	11/12	LAST DAY TO WITHDRAW "W"
13	11/17	Group Project Presentations - QUIZ #5 Lab Experiments Group 4
14	11/24	Quality Management, Informatics in Medical Imaging/PACS A&C- Ch. 31, 24, 30; B- Ch. 25, 26
15	12/01	Exam 4 – Final Review
16	12/08	Final Exam – 9am

You will be expected to pre-read the assigned chapters that pertain to the content before each class. Assignments, quizzes, and exams may be comprehensive. Missed quizzes result in a grade of zero. Course Schedule and Lab Experiment dates are subject to change.

RADR 2266.100
Practicum III- Radiologic Technology
Fall 2026

Instructor: Carla Emery
Office: WTC 1064
Phone: 903-782-0743
Email: cemery@parisjc.edu

Meeting Location: RM 1101, WTC
Meeting Days: Thurs/Friday-Assigned Sites
Meeting Times: Wed-8:30-9:30am
Office Hours: By Appointment

Course Description:

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Credits: 2 SCH

Prerequisite(s): RADR 1266, RADR 1267

Required Textbook(s) and Materials:

1. Introduction to Radiologic Science and Patient Care, Adler, Carlton, 8th edition, 2023, Saunders-Elsevier, ISBN: 978-0-323-87220-1
2. Merrill's Atlas of Radiographic Positioning and Procedures – Volume 1, 16th edition, Jeannean Hall Rollins, MRC, BSRT(R)(CV)(M) and Tammy Curtis, PhD, RT(R)(CT)(CHES) 2025, Mosby-Elsevier ISBN: 978-0-443-11717-6
3. Merrill's Atlas of Radiographic Positioning and Procedures - Volume 2, 16th edition, Jeannean Hall Rollins, MRC, BSRT(R)(CV)(M) and Tammy Curtis, PhD, RT(R)(CT)(CHES) 2025, Mosby-Elsevier ISBN: 978-0-443-11689-6
4. Merrill's Atlas of Radiographic Positioning and Procedures - Volume 3, 16th edition, Jeannean Hall Rollins, MRC, BSRT(R)(CV)(M) and Tammy Curtis, PhD, RT(R)(CT)(CHES) 2025, Mosby-Elsevier ISBN: 978-0-443-11690-2
5. Workbook for Merrill's Atlas of Radiographic Positioning and Procedures, 16th edition, Jeannean Hall Rollins, MRC, BSRT(R)(CV)(M) and Tammy Curtis, PhD, RT(R)(CT)(CHES) ISBN: 978-0-443-11691-9
6. Merrill's Pocket Guide to Radiography, 16th Edition, Jeannean Hall Rollins, MRC, BSRT(R)(CV)(M) and Tammy Curtis, PhD, RT(R)(CT)(CHES) ISBN: 978-0-443-11693-3
7. Principles of Radiologic Imaging: An Art and A Science, Carlton, Alder, 6th edition, 2018, ISBN: 978-1-337-71106-7

Course Policies:

See Radiology Technology Program Handbook.

Course Goals and Objectives:

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. RADR 2266 is designed to prepare the student to enter the health care environment with entry-level work experience.

Course Schedule:

Coincides with RADR 2331.100 Course Schedule for Lab competencies.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Program-Level Student Learning Outcomes:

Students will be able to perform these outcomes upon completion of the program:

Students will apply proper positioning skills.

Student will select appropriate technical factors for digital imaging.

Students will demonstrate radiation protection.

Students will demonstrate effective oral communication skills with staff, preceptors, and patients.

Students will demonstrate effective written communication skills.

Students will manipulate technical factors for non-routine examinations.

Students will demonstrate positioning for trauma patients.

Students will demonstrate professionalism in clinical situations.

Students will demonstrate exemplary customer service.

Students will evaluate radiographic images effectively.

Students will demonstrate critical thinking in trauma situations.

Course-Level Student Learning Outcomes for RADR 2266:

1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
2. Demonstrate legal and ethical behavior
3. Demonstrate safety practices
4. Demonstrate interpersonal and teamwork skills
5. Demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
6. Identify and Apply Radiation Safety and Protection in classroom laboratory and clinical facilities for radiographer, healthcare team, patient, and general public.

Course Requirements and Evaluation:

1. Complete all practicum objectives satisfactorily.
2. Students must complete weekly Clinical/Lab Image Critiques.

Grading Criteria

In order to pass RADR 2266, the student must meet the minimum requirements of the designated competencies in each column in order to receive the competency points. The additional points are based on an average of the clinical instructor's evaluations form and attendance.

1. Course grade will depend on the number of points in each of the following categories:

Competencies
Patient Care
Professionalism
Knowledge/Skills
Attendance

Points are based on the number of clinical competencies in each column.

	Total 1 st Col.	Total 2 nd Col.	= Points
Competencies:			
(Totals must	>36	>24	49
meet criteria	>34	>22	39
of all columns.)	= >32	= >20	29 (min. requirements)
	<32	<20	Fail Semester

Scores based on an average of all clinical instructors' evaluation form:

Patient Care:	20	=	15
(Total scores	16-19	=	13
of section.)	12-15	=	12
	<12	=	0

Professionalism:	25	=	15
(Total scores	20-24	=	13
of section.)	15-19	=	12
	<15	=	0

Knowledge/Skills:	35	=	16
(Total scores	28-34	=	13
of section.)	21-27	=	12
	<21	=	0

Attendance:	0 3 Absence	=	5
	4 Absence	=	4
	5 Absences	=	3

To have satisfactory progress, students must have the following **by Midsemester:**

Column 1 ≥ 32 competencies
Column 2 ≥ 20 competencies

Grading Scale: Depending on number of competencies completed, evaluations, clinical participation, submission of accurate time in Trajecsyst, journals, summary logs (Trajecsyst), and clinical discussions.

The student is responsible for updating their digital clinical log and bringing their Daily Comp Tracker to clinical discussion weekly or competencies will not be accepted for that week. Students are also responsible for verifying competency accuracy in Trajecsyst on a weekly basis; competencies not submitted within 7 days will not be accepted. All failed competencies must be submitted each week or 5 points will be taken off the student's final grade. After the 3rd incident, it may be grounds for dismissal.

Must have journal for clinical discussion weekly and verified time records must be submitted by the last clinical day of each week or 5 points will be deducted per incident from the student's final grade.

Journal must have preceptor signature daily, if signature is missing there will be a 5-point deduction from final grade for each occurrence.

During weekly clinical discussions, the student is responsible for bringing the following items: competencies, time record/competency discrepancies/changes, and journals with clinical preceptor's signature. If the student does not have each of the items, including signatures, then five (5) points will be deducted from final grade per occurrence. The weekly clinical discussion will require the student to verbally discuss procedures that they assisted, observed, and performed during the prior week to their classmates for group discussion.

Weekly time logs **MUST** be verified by the first class-day following clinical. Arrival and departure time for each shift **MUST** be logged, including the lunch break. If time records are not accurately logged the student will receive a clinical absence and be required to make up the clinical hours. Abuse of utilizing time exceptions may be grounds for immediate dismissal. Students are allotted three (3) time exceptions per semester. Unapproved time exceptions after the 3rd occurrence will result in a 5-point deduction from the final course grade, per occurrence.

The student's evaluations will be reviewed. Any problems that may have occurred will be discussed during clinical discussion so that the whole group may benefit from the evaluations. Twice a semester the student and instructor will meet to discuss individual evaluations. There will be a clinical discussion weekly, unless notified by instructor.

Students who have unsatisfactory progress in clinical will be given written notification, put on probation, and a plan for remediation will be completed. Continued unsatisfactory progress after remediation may result in dismissal from program.

Evaluations that do not meet minimum requirements are deemed unsatisfactory progress in the course.

Remediation required on any failed competency.

Failed Competencies:

1st failed competency—Remediation

2nd failed competency—Remediation and be placed on probation

3rd failed competency—May be grounds for dismissal

Course Structure and Organization

Practical work experience in a variety of healthcare settings

Group activities

Computer Assisted Instruction

Audio-visuals

Oral and Written assignments

Critical Thinking or problem-solving activities

Late Work:

To promote timely submission of assignments and ensure the orderly progression of the course, late work will be accepted only under the following conditions:

Assignments submitted after the designated due date but before the start of the next scheduled class meeting will be subject to a standard deduction of 20 points from the earned score. Assignments submitted after the beginning of the next class meeting will not be accepted and will receive a grade of zero. Students are encouraged to plan accordingly and communicate with the instructor in advance if circumstances may impact their ability to meet assignment deadlines.

All assigned coursework is considered a required component of the course. Failure to complete assigned coursework may impede a student's ability to successfully progress to the next course in the program sequence. Additionally, failure to complete required coursework, including assigned remediation activities, constitutes a failure to meet course objectives.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.*

Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of **“W” is November 12th.**

Attendance Policy

Radiologic Technology students will follow the absence and tardy policies of Paris Junior College as discussed in the school catalog, with the following modifications because of the nature of radiology technology:

1. During inclement weather on clinical days, the student must make his/her own decision regarding safety for travel to clinical sites. A student who decides not to attend clinical because of inclement weather will receive an absence unless official notification by the college has been made that classes are closed.
2. Any student arriving at the clinical area later than 60 minutes will be given an absence. A tardy or absence such as arriving late or leaving early may occur at

- any point during the day.
3. Three (3) tardies = one (1) absence.
 4. Permission to enter the clinical will be left to the discretion of the clinical instructor.
Students must demonstrate accountability. If a student reports to clinical with an illness which may pose a threat to others, he/she will be dismissed from the clinical area and will receive a clinical absence.
 5. Students who are absent will be required to make up the lab/clinical hours. Should the student miss the make-up hours it will be considered an absence.
 6. Students missing any time after three (3) absences per course per semester are subject to dismissal from the program. Upon return to school, the student must make a request to the Program Coordinator to discuss absences. The student may provide supporting evidence to validate the necessity of the absence.

Daily attendance is critical for the successful completion of this course. All practicum work experience will be made up at the convenience of the facility and the instructor. Withdrawal requests must be initiated by the student. Failure to complete all practicum objectives will result in a grade of "F" in the course.

Procedure for Reporting an Absence or Tardy

When a student must be tardy or absent from the clinical site, that individual must notify the clinical instructor by telephone (phone call ONLY; text messages are NOT acceptable). If the assignment is in a hospital or clinic, the agency must be notified as soon as possible, always before the schedule shift begins.

When calling, the student should attempt to contact the person in charge, but if this person is unavailable, speak to the next person in line of authority. The student must obtain the name and position of the person contacted about the absence, as well as the time. The student should then convey his/her message to the clinical coordinator via Teams with the documented information (name, position, time, time exception completed).

Failure to comply with the requirements may result in automatic probation. Abuse of these rules (ex: 'no call, no show') may result in immediate dismissal from the program.

Illness Policy

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher). You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, **and**
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Clinical Conduct:

Please put away all cell phones, pagers, iPods, headphones, recording devices, smart watches, cameras, laptops and/or other electronic devices before entering the clinical site. There will be a designated location in the classroom for students who bring devices to class. Students may access their devices during break times or in case of an emergency (instructor notification required). Cell phones, laptops, iPads, and/or other recording or smart devices are not allowed in the clinical areas at any time. Students needing to check devices or make phone calls must do so at designated break times. The student must notify the Clinical Instructor and leave the department to check cell phones and/or smart devices. No obscene/vulgar language will be permitted in the classroom/laboratory/clinical site. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Artificial intelligence (AI) Use Policy:

Artificial intelligence (AI) tools may be used in this course at the student's discretion. However, in keeping with scholarly and academic integrity standards, AI may not be used to generate written assignments, research content, or sources submitted for credit. Students are responsible for independently verifying the accuracy of any AI-assisted materials used for studying (such as flashcards or study guides), as AI tools are known to produce inaccurate or fabricated information. Submitting AI-generated content as one's own work constitutes academic dishonesty.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. **These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.**

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

Technical Support:

If you need help with a course, contact the Help Desk at 903.782.0496 or email helpdesk@parisjc.edu.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

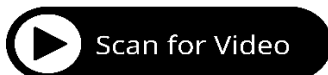
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Course Schedule/Weekly Lesson Plan:

[illegible]

CLINICAL PRACTICE

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
Upon completion of the required learning activities, the student should be able to:		
1. Exercise the priorities required in daily clinical practice.	I. Clinical Practice	Adler & Carlton, Chapter 24
2. Execute imaging procedures under the appropriate level of supervision.	1 A. Code of ethics/professional behavior	
3. Adhere to concepts of team practice that focus on organizational theories, roles of team members and conflict resolution.	2 1. Scope of practice	
4. Adapt to changes and varying clinical situations.	3 2. Practice standards	
5. Support patient-centered clinically effective service for all patients regardless of age, gender, disability, special needs, ethnicity or culture.	4 3. CARE bill	
6. Integrate the use of appropriate and effective written, oral and nonverbal communication with patients, the public and members of the health care team.	5 4. Incident reporting mechanisms	
7. Choose patient and family education strategies appropriate to the comprehension level of patient/family.	6 5. Standards for supervision	
8. Manage interactions with the patient and family in a manner that provides the desired psychosocial support.	7 a. Direct	
9. Evaluate the patient's status and condition before, during and following	8 b. Indirect	
	B. Professional communication	
	1. Patients	
	2. Patient's family	
	3. Health care team	
	9 C. Scheduling and sequencing of exams	
	10 II. Procedural Performance	Adler & Carlton, Chapters 11, 12,13
	11 A. Order/requisition evaluation and corrective measures	
	12 B. Facilities set-up	
	C. Patient assessment (history), education and care (pre-, post-procedural)	
	1. Patient monitoring – emergency and non-emergency	

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
the radiologic procedure to demonstrate competence in assessment skills. 10. Demonstrate skills in assessment and evaluation of psychological and physical changes in the patient's condition and carry out appropriate actions. 11. Examine gender, cultural, age and socioeconomic factors that influence patient compliance with procedures, diagnosis, treatment and follow-up of patients. 12. Adapt procedures to meet age-specific, disease-specific and cultural needs of patients. 13. Assess the patient and record patient histories. 14. Assess patient using the ABCs of CPR and demonstrate basic life support procedures. 15. Respond appropriately to patient emergencies. 16. Interpret patient side effects and/or complications of radiologic procedures, contrast administration and take appropriate actions. 17. Document care in the patient's record. 18. Apply standard and transmission-	a. Patient emergencies 1. Allergic reactions 2. Cardiac/respiratory arrest 3. Physical injury 4. Seizures 5. Diabetic emergencies b. Basic life support 2. Interpretation of patient records a. Confidentiality 3. Documentation 4. Special considerations a. Patient focused care b. Standard precautions and transmission-based precautions c. Medical asepsis d. Sterile technique 5. Communication style 6. Age specific 7. Cultural and socioeconomic sensitivity D. Imaging 1. Positioning a. Body mechanics b. Positioning accessories 2. Technical considerations a. Manual b. Automatic exposure control (AEC)	

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
based precautions. 19. Apply the appropriate medical asepsis and sterile technique. 20. Prepare the technologies and methodologies for the performance of radiologic procedures. 21. Demonstrate competency in the principles of radiation protection standards to include time, distance shielding and radiation monitoring. 22. Apply the principles of total quality management. 23. Report equipment malfunctions to assist with appropriate corrective actions. 24. Examine procedure orders for accuracy and follow-up to make corrective changes when applicable. 25. Support safe, ethical and legal practices. 26. Integrate the radiographer's scope of practice and practice standards into clinical practice setting. 27. Act consistently to maintain patient confidentiality standards. 28. Carry out principles of transferring, positioning, immobilizing and restraining of patient.	c. Digital/computed radiography 1. Basic quality control 2. Reporting equipment failure 3. Image processing (automatic/digital) 4. Image analysis a. Image quality 1. Density 2. Contrast 3. Recorded detail b. Image manipulation 1. Conventional 2. Digital c. Legal requirements for image documentation E. Patient/personnel protection 1. Radiation a. Time b. Distance c. Shielding d. Radiation monitoring	Merrill's Vol. 1, Chapter 2 Adler & Carlton, Chapter 9

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
29. Comply with departmental and institution procedures for response to emergencies, disasters and accidents. 30. Break down the chain of command in emergencies, disasters and accidents. 31. Differentiate between emergency and non-emergency procedures. 32. Adhere to national, institutional and/or department standards, policies and procedures regarding care of patients, provision of radiologic procedures and the reduction of medical errors. 33. Ensure that performance reflects professional competence in the selection of technical factors to produce quality diagnostic images with lowest radiation exposure possible. 34. Critique images for appropriate clinical information, image quality and patient documentation. 35. Performance reflects professional competence in determining corrective measures to improve inadequate images.	e. Exposure reduction techniques f. Room design 2. Equipment/accessories a. Beam restriction b. Filtration c. Positioning d. Image receptor system e. Scatter control techniques 1. Grids 2. Air gap techniques 3. Reverse cassette f. Technical factor selection 3. Medical error reduction III. Competency (Mandatory, Elective)* A. Gastrointestinal 1. Abdomen a. Recumbent b. Erect c. Lateral decubitus 2. Contrast studies a. Esophagus b. Upper gastrointestinal 14 (GI) c. Small bowel d. Lower GI B. Urinary	Merrill's Vol. 1, Chapter 4

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
	1. Urography a. Intravenous urography b. Cystography c. Cystourethrography d. Retrograde Urography C. Mobile/surgical 1. Chest 2. Abdominal 3. Orthopedic 4. C-arm 5. Operative cholangiography IV. Positioning Considerations for Routine Radiographic Procedures 15 A. Patient instructions 16 B. Patient positioning C. Part placement D. Image receptor selection and placement E. Beam alignment and angulation 17 F. Beam limitation and shielding G. Special considerations 1. Atypical conditions 2. Mobile procedures 3. Surgical unit procedures 4. Age specific 18 5. Special needs patients	Merrill's Vol. 2- 3, Chapters 16, 20-21 Merrill's Vol. 1, Chapter 1 Merrill's Vol. 3, Chapters 20-21

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
	H. Positioning for the following studies:	Merrill's Vol. 1, Chapter 5
	1. Skeletal system	
	a. Upper extremity	
	1. Fingers	
	2. Hand	
	3. Wrist	
	4. Radius/ulna	
	5. Elbow	
	6. Humerus	
	b. Shoulder girdle	Merrill's Vol. 1, Chapter 6
	1. Shoulder joint	
	2. Scapula	
19	3. Clavicle	
20	4. Acromioclavicular articulations	
	c. Lower extremity	Merrill's Vol. 1, Chapter 7
	1. Toes	
	2. Foot	
	3. Ankle	
	4. Calcaneus	
	5. Tibia/fibula	
	6. Knee/patella	
	7. Femur	
	d. Vertebral column	Merrill's Vol. 1, Chapter 9
	1. Cervical	
	2. Thoracic	
	3. Lumbar	
	4. Sacrum and coccyx	
	5. Sacroiliac articulations	
21	6. Scoliosis survey	

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
	e. Pelvic girdle 1. Pelvis 2. Hip f. Abdomen 1. Viscera 2. Female Reproductive Organs 3. Procedures g. Bony thorax 1. Ribs 2. Sternum 3. Sternoclavicular articulations h. Thoracic Viscera 1. Respiratory System a. Upper Airway b. Lungs c. Procedures	Merrill's Vol. 1, Chapter 8 Merrill's Vol. 1-2, Chapter 4,17 Merrill's Vol. 1, Chapter 10 Merrill's Vol. 1, Chapter 10

*Refer to ARRT Competency Requirements for mandatory and elective requirement

Name: _____

Date: _____

Clinical Site Check-List

____ **Meet the Director of Radiology** (Director will explain expectations of students while at their facility)

____ **Meet Clinical Instructor**

____ **Meet all Clinical Staff**

____ **Facilities protocol book**

____ **Technique Chart**

____ **Tour facility** (ER, OR, each floor, and break room)

____ **Process for Procedures**

____ **Orientate to all Radiology equipment** (Portable, Fluoro, OR) List types of equipment here: _____

____ **Orientate to facility's health and safety policies and procedures** (fire, electrical, chemical, code buttons, crash carts, standard precaution supplies)

____ **Entry Codes**

____ **Parking**

Signature of Clinical Instructor

Date

*To be completed on 1st day at site

Name: _____

Date: _____

Clinical Site Check-List

____ **Meet the Director of Radiology** (Director will explain expectations of students while at their facility)

____ **Meet Clinical Instructor**

____ **Meet all Clinical Staff**

____ **Facilities protocol book**

____ **Technique Chart**

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____ **Process for Procedures**

____ **Orientate to all Radiology equipment** (Portable, Fluoro, OR) List types of equipment here: _____

____ **Orientate to facility's health and safety policies and procedures** (fire, electrical, chemical, code buttons, crash carts, standard precaution supplies)

____ **Entry Codes**

____ **Parking**

Signature of Clinical Instructor

*To be completed on 1st day at site

Date

**PARIS JUNIOR COLLEGE
RADIOLOGY TECHNOLOGY PROGRAM
CLINICAL ROTATION SUMMARY REPORT SHEET
CLINICAL ROTATION_____ SEMESTER**

Core: General Radiology

Specialty: CT, MRI, US, Radiation Therapy, Mammography, Specials, Bone Density, PET, Nuclear Medicine

Date	Hospital	Procedures	Observed	Assisted	Performed	Mastered Competency
		TOTALS:				

PARIS JUNIOR COLLEGE
ASSOCIATE DEGREE RADIOLOGY TECHNOLOGY PROGRAM
CLINICAL INSTRUCTOR EVALUATION OF STUDENT

While the Radiology Technology Student is in your facility, we, the Faculty, would like your evaluation of the student's performance. Thank you for the time and effort involved with this student's learning.

Student Name:

Date:

Facility:

Preceptor:

Table for Scoring:

1 = unable to perform

2 = below acceptable, improvement needed

3 = acceptable

4 = above acceptable

5 = no improvement needed

Patient Care:

Circle the correct number.

Is compassionate/caring with patients

1

2

3

4

5

Participates in teaching activities

1

2

3

4

5

Communicates with staff/preceptor and clients

1

2

3

4

5

Is approachable/receptive to comments

1

2

3

4

5

Professionalism:

Punctual

1

2

3

4

5

Professional behavior/attitude

1

2

3

4

5

Appropriate attire

1

2

3

4

5

Seeks out learning experiences

1

2

3

4

5

Identifies learning needs to meet course goals

1

2

3

4

5

Knowledge/Skills:

Observes or provides care appropriate to setting

1

2

3

4

5

Demonstrates basic physical assessment skills

1

2

3

4

5

Articulates basic teaching knowledge and skills

1

2

3

4

5

Uses appropriate technique

1

2

3

4

5

Asks pertinent questions/clarifies any unclear directions

1

2

3

4

5

Demonstrates good time management skills

1

2

3

4

5

Demonstrates ability to prioritize.

1

2

3

4

5

Preceptor Signature

Date

Comments: _____

PLEASE CALL IF YOU HAVE QUESTIONS: (903) 782-0734 ATTN: RADIOLOGY CLINICAL COORDINATOR

PARIS JUNIOR COLLEGE
ASSOCIATE DEGREE RADIOLOGY TECHNOLOGY PROGRAM
CLINICAL INSTRUCTOR EVALUATION OF STUDENT

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Student Name: _____

Date: _____

Facility: _____

Preceptor: _____

Table for Scoring: 1 = unable to perform 2 = below acceptable, improvement needed
 3 = acceptable 4 = above acceptable 5 = no improvement needed

Patient Care:

Circle the correct number.

Is compassionate/caring with patients	1	2	3	4	5
Participates in teaching activities	1	2	3	4	5
Communicates with staff/preceptor and clients	1	2	3	4	5
Is approachable/receptive to comments	1	2	3	4	5

Professionalism:

Punctual	1	2	3	4	5
Professional behavior/attitude	1	2	3	4	5
Appropriate attire	1	2	3	4	5
Seeks out learning experiences	1	2	3	4	5
Identifies learning needs to meet course goals	1	2	3	4	5

Knowledge/Skills:

Observes or provides care appropriate to setting	1	2	3	4	5
Demonstrates basic physical assessment skills	1	2	3	4	5
Articulates basic teaching knowledge and skills	1	2	3	4	5
Uses appropriate technique	1	2	3	4	5
Asks pertinent questions/clarifies any unclear directions	1	2	3	4	5
Demonstrates good time management skills	1	2	3	4	5
Demonstrates ability to prioritize.	1	2	3	4	5

Preceptor Signature _____

Date _____

Comments: _____

PLEASE CALL IF YOU HAVE QUESTIONS: (903) 782-0734 ATTN: RADIOLOGY CLINICAL COORDINATOR

PARIS JUNIOR COLLEGE
ASSOCIATE DEGREE RADIOLOGY TECHNOLOGY PROGRAM
CLINICAL INSTRUCTOR EVALUATION OF STUDENT

While the Radiology Technology Student is in your facility, we, the Faculty, would like your evaluation of the student's performance. Thank you for the time and effort involved with this student's learning.

Student Name: _____

Date: _____

Facility: _____

Preceptor: _____

Table for Scoring: 1 = unable to perform 2 = below acceptable, improvement needed
 3 = acceptable 4 = above acceptable 5 = no improvement needed

Patient Care:

Circle the correct number.

Is compassionate/caring with patients	1	2	3	4	5
Participates in teaching activities	1	2	3	4	5
Communicates with staff/preceptor and clients	1	2	3	4	5
Is approachable/receptive to comments	1	2	3	4	5

Professionalism:

Punctual	1	2	3	4	5
Professional behavior/attitude	1	2	3	4	5
Appropriate attire	1	2	3	4	5
Seeks out learning experiences	1	2	3	4	5
Identifies learning needs to meet course goals	1	2	3	4	5

Knowledge/Skills:

Observes or provides care appropriate to setting	1	2	3	4	5
Demonstrates basic physical assessment skills	1	2	3	4	5
Articulates basic teaching knowledge and skills	1	2	3	4	5
Uses appropriate technique	1	2	3	4	5
Asks pertinent questions/clarifies any unclear directions	1	2	3	4	5
Demonstrates good time management skills	1	2	3	4	5
Demonstrates ability to prioritize.	1	2	3	4	5

Preceptor Signature _____

Date _____

Comments: _____

PLEASE CALL IF YOU HAVE QUESTIONS: (903) 782-0734 ATTN: RADIOLOGY CLINICAL COORDINATOR

PARIS JUNIOR COLLEGE
ASSOCIATE DEGREE RADIOLOGY TECHNOLOGY PROGRAM
CLINICAL INSTRUCTOR EVALUATION OF STUDENT

While the Radiology Technology Student is in your facility, we, the Faculty, would like your evaluation of the student's performance. Thank you for the time and effort involved with this student's learning.

Student Name: _____

Date: _____

Facility: _____

Preceptor: _____

Table for Scoring: 1 = unable to perform 2 = below acceptable, improvement needed
 3 = acceptable 4 = above acceptable 5 = no improvement needed

Patient Care:

Circle the correct number.

Is compassionate/caring with patients	1	2	3	4	5
Participates in teaching activities	1	2	3	4	5
Communicates with staff/preceptor and clients	1	2	3	4	5
Is approachable/receptive to comments	1	2	3	4	5

Professionalism:

Punctual	1	2	3	4	5
Professional behavior/attitude	1	2	3	4	5
Appropriate attire	1	2	3	4	5
Seeks out learning experiences	1	2	3	4	5
Identifies learning needs to meet course goals	1	2	3	4	5

Knowledge/Skills:

Observes or provides care appropriate to setting	1	2	3	4	5
Demonstrates basic physical assessment skills	1	2	3	4	5
Articulates basic teaching knowledge and skills	1	2	3	4	5
Uses appropriate technique	1	2	3	4	5
Asks pertinent questions/clarifies any unclear directions	1	2	3	4	5
Demonstrates good time management skills	1	2	3	4	5
Demonstrates ability to prioritize.	1	2	3	4	5

Preceptor Signature _____

Date _____

Comments: _____

PLEASE CALL IF YOU HAVE QUESTIONS: (903) 782-0734 ATTN: RADIOLOGY CLINICAL COORDINATOR

APENDDDIX XVIII

PARIS JUNIOR COLLEGE RADIOLOGY TECHNOLOGY PROGRAM SELF EVALUATION FOR THE _____ SEMESTER

Student Name:_____

Date:_____

This report represents your general evaluation of your performance for the indicated semester. It is a descriptive evaluation intended to help you identify your progress, strengths, and areas of needed improvement. You are to keep one copy of the evaluation and another will be kept in your file.

RADR_____

List the strengths:

Areas of Improvement:

RADR_____

List the strengths:

Areas of Improvement:

Student Signature

PARIS JUNIOR COLLEGE
STUDENT EVALUATION OF CLINICAL INSTRUCTOR
Radiology Technology Program

Student Name: _____ Date: _____

Preceptor Name: _____ Clinical Site: _____

The Clinical Instructor:							
Promotes a climate of learning in the clinical area		Never	Rarely	Sometimes	Frequently	Always	N/A
a.	Assists the student to access resources in the facility	0	1	2	3	4	N/A
b.	Shares knowledge & expertise willingly	0	1	2	3	4	N/A
c.	Encourages discussion/questions	0	1	2	3	4	N/A
d.	Provides time for discussion	0	1	2	3	4	N/A
e.	Provides feedback in a supportive & constructive manner	0	1	2	3	4	N/A
f.	Demonstrates enthusiasm in the Radiology Department	0	1	2	3	4	N/A
g.	Exhibits current knowledge and clinical skills appropriate to the setting	0	1	2	3	4	N/A
h.	Exhibits appropriate interpersonal skills with students, staff, and clients	0	1	2	3	4	N/A
i.	Functions as a role model for students in the clinical area	0	1	2	3	4	N/A
j.	Uses appropriate and up-to-date references and resources	0	1	2	3	4	N/A
k.	Handles students issues effectively	0	1	2	3	4	N/A
l.	Is accessible to students	0	1	2	3	4	N/A
m.	Provides student with feedback on clinical performance	0	1	2	3	4	N/A
n.	Provides appropriate orientation to the clinical site	0	1	2	3	4	N/A
Comments: 							

PARIS JUNIOR COLLEGE
STUDENT EVALUATION OF CLINICAL INSTRUCTOR
Radiology Technology Program

Student Name: _____ Date: _____

Preceptor Name: _____ Clinical Site: _____

The Clinical Instructor:							
Promotes a climate of learning in the clinical area		Never	Rarely	Sometimes	Frequently	Always	N/A
a.	Assists the student to access resources in the facility	0	1	2	3	4	N/A
b.	Shares knowledge & expertise willingly	0	1	2	3	4	N/A
c.	Encourages discussion/questions	0	1	2	3	4	N/A
d.	Provides time for discussion	0	1	2	3	4	N/A
e.	Provides feedback in a supportive & constructive manner	0	1	2	3	4	N/A
f.	Demonstrates enthusiasm in the Radiology Department	0	1	2	3	4	N/A
g.	Exhibits current knowledge and clinical skills appropriate to the setting	0	1	2	3	4	N/A
h.	Exhibits appropriate interpersonal skills with students, staff, and clients	0	1	2	3	4	N/A
i.	Functions as a role model for students in the clinical area	0	1	2	3	4	N/A
j.	Uses appropriate and up-to-date references and resources	0	1	2	3	4	N/A
k.	Handles students issues effectively	0	1	2	3	4	N/A
l.	Is accessible to students	0	1	2	3	4	N/A
m.	Provides student with feedback on clinical performance	0	1	2	3	4	N/A
n.	Provides appropriate orientation to the clinical site	0	1	2	3	4	N/A
Comments: 							

RADR 2331.100
Advanced Radiographic Procedures
Fall 2026

Instructor: Carla Emery
Office: 1064
Phone: 903-782-0743
Email: cemery@parisjc.edu

Meeting Location: RM 1101, WTC
Meeting Days: Wednesday
Meeting Times: 9:30 AM-4:30 PM
Office Hours: By Appointment

Course Description:

Positioning and alignment of anatomic structures and equipment, evaluation of images for demonstration of anatomy and related pathology.

Credits: 3 SCH

Prerequisite(s): RADR 1311, RADR 2301.

Required Textbook(s) and Materials:

1. Introduction to Radiologic Science and Patient Care, Adler, Carlton, 8th edition, 2023, Saunders-Elsevier, ISBN: 978-0-323-87220-1
2. Merrill's Atlas of Radiographic Positioning and Procedures – Volume 1, 16th edition, Jeannean Hall Rollins, MRC, BSRT(R)(CV)(M) and Tammy Curtis, PhD, RT(R)(CT)(CHES) 2025, Mosby-Elsevier ISBN: 978-0-443-11717-6
3. Merrill's Atlas of Radiographic Positioning and Procedures - Volume 2, 16th edition, Jeannean Hall Rollins, MRC, BSRT(R)(CV)(M) and Tammy Curtis, PhD, RT(R)(CT)(CHES) 2025, Mosby-Elsevier ISBN: 978-0-443-11689-6
4. Merrill's Atlas of Radiographic Positioning and Procedures - Volume 3, 16th edition, Jeannean Hall Rollins, MRC, BSRT(R)(CV)(M) and Tammy Curtis, PhD, RT(R)(CT)(CHES) 2025, Mosby-Elsevier ISBN: 978-0-443-11690-2
5. Workbook for Merrill's Atlas of Radiographic Positioning and Procedures, 16th edition, Jeannean Hall Rollins, MRC, BSRT(R)(CV)(M) and Tammy Curtis, PhD, RT(R)(CT)(CHES) ISBN: 978-0-443-11691-9
6. Merrill's Pocket Guide to Radiography, 16th Edition, Jeannean Hall Rollins, MRC, BSRT(R)(CV)(M) and Tammy Curtis, PhD, RT(R)(CT)(CHES) ISBN: 978-0-443-11693-3
7. Principles of Radiologic Imaging: An Art and A Science, Carlton, Alder, 6th edition, 2018, ISBN: 978-1-337-71106-7

Course Policies:

See Radiology Technology Program Handbook.

Course Goals and Objectives:

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Perform advanced level procedures in positioning; align anatomic structures and equipment; and evaluate images.

RADR 2331 is designed to prepare the student to enter the health care environment with entry-level work experience.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD).

Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Program-Level Student Learning Outcomes:

Students will be able to perform these outcomes upon completion of the program:

Students will apply proper positioning skills.

Student will select appropriate technical factors for digital imaging.

Students will demonstrate radiation protection.

Students will demonstrate effective oral communication skills with staff, preceptors, and patients.

Students will demonstrate effective written communication skills.

Students will manipulate technical factors for non-routine examinations.

Students will demonstrate positioning for trauma patients.

Students will demonstrate professionalism in clinical situations.

Students will demonstrate exemplary customer service.

Students will evaluate radiographic images effectively.

Students will demonstrate critical thinking in trauma situations.

Course-Level Student Learning Outcomes for RADR 2331:

1. Perform advanced level and trauma procedures and positioning
2. Align anatomic structures and equipment
3. Evaluate images.
4. Define Pathology diseases.
5. Identify and Apply Radiation Safety and Protection in classroom laboratory and clinical facilities for radiographer, healthcare team, patient, and general public.
6. Identify supplies necessary for basic and trauma procedures.
7. Perform patient education.

Course Requirements and Evaluation:

In order to pass RADR 2331, the student must complete all course objectives listed below and achieve a final average grade of **74.5** or higher:

Exams	60%
Quizzes (includes workbook)	15%
Assignments	10%
Lab	5%
Final Exam	10%

The weighted average of the exams (unit and final) MUST be 75.0% or greater before ANY other course grades are averaged to compose the final grade. If the weighted exam average is below 75.0%, the student will receive the grade of “F”, or lower for the course regardless of any other grade(s).

If you miss an exam, you must contact the instructor as soon as possible. Make-up exams may be an alternate examination and must be completed by the next scheduled class day. **Missed quizzes cannot be made up and will result in a grade of zero.**

Students who have unsatisfactory progress in classroom will be given written notification and a plan for remediation will be completed. A plan will be recommended to improve future grades.

No extra credit will be offered.

Course Structure and Organization

Practical work experience in a variety of healthcare settings

Group activities

Computer Assisted Instruction

Audio-visuals

Oral and Written assignments

Critical Thinking or problem-solving activities

Late Work:

To promote timely submission of assignments and ensure the orderly progression of the course, late work will be accepted under the following conditions:

Assignments submitted after the designated due date but before the start of the next class day will be subject to a standard deduction of 20-points from the earned score. It is important to note that no submissions will be accepted beyond this period. Students are encouraged to plan accordingly and communicate with the instructor in advance if circumstances may impact their ability to meet assignment deadlines.

All assigned coursework is considered a required component of the course. Failure to complete assigned coursework may impede a student's ability to successfully progress to the next course in the program sequence. Additionally, failure to complete required coursework, including assigned remediation activities, constitutes a failure to meet course objectives

**Paris Junior College
Radiology Technology Program
RADR 2331 Fall 2026
COURSE SCHEDULE**

Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1	Orientation	
Week 2	General Considerations, Patient Education	Pt Care Book
Week 3	Urinary System	Merrill's Vol. 2, Ch. 16
Week 4	Exam 1	
Week 5	Order Forms	Merrill's Vol 1, Ch 4
Week 6	Digestive System	Merrill's Vol. 2, Ch. 15
Week 7	Digestive System	Merrill's Vol. 2, Ch. 15
Week 8	Digestive System	Merrill's Vol. 2, Ch. 15
Week 9	Exam 2	
Week 10	Biliary System, Special Studies	Merrill's Vol. 2, Ch. 15
Week 11	Exam 3	
Week 12	Positioning and Special Considerations	Merrill's Vol. 2, Ch. 12 Merrill's Vol. 3, Ch 20,21,22,23
Week 13	Exam 4	
Week 14	Thanksgiving Break	
Week 15	Final Review/Content Specs	
Week 16	Final Exam	

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "***W***" is ***November 12th***.

Attendance Policy

Radiology Technology students will follow the absence and tardy policies of Paris Junior College as discussed in the school catalog, with the following modifications because of the nature of radiology technology:

1. During inclement weather on class days, the student must make his/her own decision regarding safety for travel to school. A student who decides not to attend class because of inclement weather will receive an absence unless official notification by the college has been made that school is closed.
2. Students missing 60 minutes or **less** of classroom during a given day will receive a **tardy**. Students missing **more** than 60 minutes will be given an **absence**. A tardy or absence such as arriving late or leaving early may occur at any point during the day.
3. Three (3) tardies = one (1) absence.
4. Permission to enter the classroom will be left to the discretion of the classroom instructor.
5. Students who are absent will be required to make up the lab/classroom hours if required.
6. Students missing any time after three (3) absences per course per semester are subject to dismissal from the program. Upon return to school, the student must make a request to the Program Coordinator to discuss absences. The student may provide supporting evidence to validate the necessity of the absence.

Procedure for Reporting an Absence or Tardy

When a student must be late or absent from the classroom, that individual must notify the instructor/college by telephone. When a student must be late or absent from the classroom, that individual must notify the didactic instructor/college by telephone (call or message in Teams app) before the scheduled course begins.

When calling, the student should attempt to contact the instructor, but if this person is unavailable, speak to the next person in line of authority. The student must obtain the name and position of the person contacted regarding the absence, as well as the time. The student should then convey his/her message to the course instructor via telephone (call or text message) with the documented information (name, position, time). Failure to comply with the requirements may result in automatic probation. Abuse of these rules may result in dismissal from the program. Failure to comply with the requirements may result in automatic probation. Abuse of these rules may result in a termination from the program.

Illness Policy

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher). You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, **and**
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Class Conduct:

Please put away all cell phones, pagers, iPods, AirPods, headphones, recording devices, smart watches, cameras, etc. before entering the classroom/laboratory/clinical site. There will be a designated location in the classroom for those students who bring devices to class. **All devices must be powered “off” to minimize classroom disruptions.** Students may access their devices during break times or in case of an emergency. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Artificial intelligence (AI) Use Policy:

Artificial intelligence (AI) tools may be used in this course at the student’s discretion. However, in keeping with scholarly and academic integrity standards, AI may not be used to generate written assignments, research content, or sources submitted for credit. Students are responsible for independently verifying the accuracy of any AI-assisted materials used for studying (such as flashcards or study guides), as AI tools are known to produce inaccurate or fabricated information. Submitting AI-generated content as one’s own work constitutes academic dishonesty.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. **These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.**

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

Technical Support:

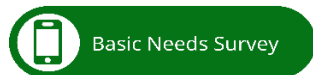
If you need help with a course, contact the Help Desk at 903.782.0496 or email helpdesk@parisjc.edu.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student’s PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student’s failure to check their official email account.

RADR 2331
ADVANCED RADIOGRAPHIC PROCEDURES

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
Upon completion of the required learning activities, the student should be able to: 1. Describe the general purpose, and unique features resulting from special radiographic / fluoroscopic studies. 2. Identify methods and barriers of communication and describe how each may be utilized or overcome effectively during patient education. 3. Explain radiographic procedures to patients / family members. 4. Modify directions to patients with various communication problems. 5. Apply general radiation safety and protection practices associated with radiologic examinations. 6. Discuss general procedural considerations for radiographic examinations. 7. Adapt general procedural considerations to specific clinical settings. 8. Adapt radiographic/fluoroscopic procedures based on special considerations.	<u>Unit 1</u> I. General Considerations A. Evaluation of Radiographic Orders 1. Patient Identification 2. Verification of Procedure(s) Ordered 3. Review of Clinical History 4. Taking Clinical History and Patient Assessment a. Role of the Radiographer b. Questioning Skills c. Determining the Chief Complaint d. Localization e. Chronology f. Quality g. Severity h. Onset i. Aggravating or Alleviating Factors j. Associated Manifestations k. Special Considerations for Age, Disability and Cultural Background l. Determining Previous Allergic Reactions	REQUIRED TEXT READINGS: Merrill's Vol 1, Ch 1-2 Adler & Carlton Ch 7-12 Adler & Carlton Ch 15, 22 Adler & Carlton Ch 23-24

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
9. Discuss equipment and supplies necessary to complete radiographic/fluoroscopic procedures. 10. Identify methods and barriers of communication and describe how each may be utilized or overcome effectively during patient education. 11. Explain radiographic procedures to patients / family members. 12. Modify directions to patients with various communication problems. 13. Apply general radiation safety and protection practices associated with radiologic examinations. 14. Discuss general procedural considerations for radiographic examinations. 15. Adapt general procedural considerations to specific clinical settings. 16. Adapt radiographic/fluoroscopic procedures based on special considerations.	5. Establishment of Patient Rapport a. Procedure Explanation b. Determination of Pregnancy 6. Patient Preparation a. Verification of Appropriate Dietary Preparation 7. Room Preparation a. Cleanliness, Organization Appearance b. Necessary Supplies and Accessory Equipment Available 8. Patient Assistance 9. Patient Monitoring 10. Image Evaluation 11. Patient Dismissal II. Patient Education A. Communication 1. Barriers a. Methods for Overcoming Barriers B. Clinical Situations C. Common Radiation Safety Issues and Concerns	

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
17. Recite the patient preparation necessary for various contrast and special studies. 18. List and explain the routine and special views for all radiographic/fluoroscopic procedures. 19. Explain the purpose for using contrast media. 20. Differentiate between positive and negative contrast agents. 21. Name the type, dosage and route of administration of contrast media commonly used to perform radiographic contrast and special studies. 22. List and explain the routine and special views for all radiographic/fluoroscopic procedures. 23. Describe the general purpose, and unique features resulting from special radiographic / fluoroscopic studies. 24. Distinguish between the types and purpose for various upper and lower gastrointestinal studies. 25. Stimulate radiographic/fluoroscopic procedures on a person or phantom in a laboratory setting. 26. Evaluate images for positioning, centering, appropriate anatomy and overall image quality. 27. Cite the structures demonstrated on routine radiographic/fluoroscopic procedures.	Unit 2 III. Procedural Considerations for Contrast Studies A. Equipment and Materials Needed B. Contrast Media 1. Purpose 2. Types a. Negative Agents 1. Carbon Dioxide 2. Air 3. Nitrous Oxide b. Positive Agents 1. Barium Sulfate 2. Iodinated C. Single and Double Contrast Examinations 1. Upper Gastrointestinal System 2. Lower Gastrointestinal System 3. Follow-up Care D. General Procedure E. Patient and Body Part Positioning F. Structures and Functions Demonstrated G. Positioning for the Following Body Systems 3. Urinary System a. Intravenous Urography b. Retrograde Urography c. Cystography and Cystourethrography	Adler & Carlton Ch 21 Merrill's Ch 16, Vol 2 Each of these will be discussed with the specific chapters that include the procedures.

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
28. List and explain the routine and special views for all radiographic/fluoroscopic procedures.	Unit 3 1. Digestive System a. Esophagus b. Stomach c. Small Bowel d. Colon/Rectum	Merrill's Vol 2, Ch 15
29. Describe the general purpose, and unique features resulting from special radiographic / fluoroscopic studies.	Unit 4 2. Biliary System a. Gallbladder b. Biliary Ducts c. Endoscopic Retrograde Cholangiographic Pancreatography (ERCP)	Merrill's Vol 2, Ch 15 Merrill's Vol 2, Ch 14
30. Distinguish between the types and purpose for various upper and lower gastrointestinal studies.		
31. Stimulate radiographic/fluoroscopic procedures on a person or phantom in a laboratory setting.		
32. Evaluate images for positioning, centering, appropriate anatomy and overall image quality.	H. Procedural Considerations for the Following Special Studies 1. Arthrography 2. Myelography 3. Venography 4. Other	
33. Cite the structures demonstrated on routine radiographic/fluoroscopic procedures.		
34. List and explain the routine and special views for all radiographic/fluoroscopic procedures.	Unit 5 IV. Positioning Considerations for Routing Radiographic Procedures A. Patient Instructions B. Patient Positioning C. Part Placement D. Image Receptor Selection and Placement E. Beam Alignment and Shielding F. Beam Limitation and Shielding G. Special Considerations 1. Atypical Conditions 2. Mobile Procedures 3. Surgical Unit Procedures 4. Age Specific	Each of these will be discussed with the specific chapters that include the procedures. Merrill's Ch. 12, Trauma, Vol 2 Merrill's Ch. 20, Mobile, Vol 3 Merrill's Ch. 21, Surgical, Vol 3 Merrill's Ch. 22, Pediatric, Vol 3 Merrill's Ch. 23, Geriatric, Vol 3
35. Describe the general purpose, and unique features resulting from special radiographic / fluoroscopic studies.		
36. Identify methods and barriers of communication and describe how each may be utilized or overcome effectively during patient education.		
37. Explain radiographic procedures to patients / family members.		
38. Modify directions to patients with various communication problems.		

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
39. Apply general radiation safety and protection practices associated with radiologic examinations. 40. Discuss general procedural considerations for radiographic examinations. 41. Adapt general procedural considerations to specific clinical settings. 42. Adapt radiographic/fluoroscopic procedures based on special considerations. 43. Discuss equipment and supplies necessary to complete radiographic/fluoroscopic procedures.	5. Special Needs Patients 6. Trauma	

RADIOGRAPHIC PATHOLOGY

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
Upon completion of the required learning activities, the student should be able to: 1. Define basic terms related to pathology. 3. Discuss the classifications of trauma. 2. Describe the basic manifestations of pathological conditions and their relevance to radiologic procedures. 4. Describe examples, sites, complications and prognosis for classifications of trauma. 5. Describe radiologic procedures used in the diagnosis of trauma. 6. List the causes of tissue disruption. 7. Describe the process of tissue disruption.	I. Definitions/Terminology A. Pathology B. Disease 1. Acute 2. Chronic C. Pathogenesis D. Etiology 1. Trauma 2. Syndrome E. Diagnosis 1. Signs (objective) 2. Symptoms (subjective) F. Prognosis G. Purpose of study H. Manifestations of pathology I. Relevance to radiographic procedures 1. Technical considerations 2. Patient considerations II. Classifications (Definition, Examples, Sites, Complications, Prognosis) A. Mechanical B. Chemical C. Thermal D. Radiation III. Trauma Diagnosis A. Radiologic procedures IV. Causes of Disease (Process, Examples) A. Pathological	Required Text Readings: Comprehensive Radiographic Pathology, Chapter 1, 2 Handouts Merrill's Vol. 1-3 Merrill's Workbook Merrill's Pocket Guide Handouts Merrill's Vol. 1-3

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
8. Describe the healing process. 9. Identify complications connected with the repair and replacement of tissue. 10. Identify diseases caused by or contributed to by genetic factors. 11. List and define the systemic classifications of disease. 12. Describe the various systemic classifications of disease in terms of etiology, types, common sites, complications and prognosis. 13. Describe the radiographic appearance of selected diseases. 14. Identify radiologic procedures and interventional techniques appropriate for disease common to each body system.	B. Traumatic C. Surgical D. Healing process E. Complications F. Genetics (caused by or contributed to by genetic factors) 1. Cystic fibrosis 2. Huntington's disease 3. Various cancers 4. Muscular dystrophy 5. Cardiac disease 6. Phenylketonuria (PKU) 7. Sickle-cell anemia 8. Tay-Sachs disease V. Radiologic Pathology (Definitions, Etiology, Examples, Sites, Complications, Prognosis, Radiographic Appearance, Procedural and Technique Considerations) A. Respiratory B. Skeletal and Articular C. Muscular D. Digestive E. Urinary F. Circulatory G. Nervous H. Lymphatic I. Sensory organs J. Endocrine K. Reproductive L. Miscellaneous Disease	Merrill's Workbook Merrill's Pocket Guide Chapter 10 Chapter 2 Chapter 26 Chapter 15 Chapter 16 Chapter 27 Chapter 23 Chapter 27 Chapter 23 Chapter 10 Chapter 17 Chapter 12

ORDER FORMS
RADR 2331

DUE 12-2-26

-Make an order form for each of the following exams

-On the back of the order form write how you would explain the procedure to the patient in detail.

*IVP

*UGI

*ESOPHAGUS

*SMALL BOWEL

*BE

*ERCP

*CHOLANGIOGRAM

*ARTHROGRAM

*MYELOGRAM

*ANIGIOGRAM

*VENOGRAM

Today's Date: ___/___/___

Patient Name: John Smith DOB: 2/24/64
 SS#: _____ Phone #: (____) _____ ☒ Male ☐ Female
 Address: 1234 Clarksville St. Paris, TX 75460
 Please fax front and back of patients insurance cards

Test	ICD9 Code	Diagnosis
1) <u>CXR</u>		<u>Cough, pneumonia</u>
2)		
3)		
4)		
5)		
6)		
7)		
8)		

Ordering Physician Name (printed): _____

Ordering Physician Signature: _____

Phone results to: _____ Fax results to: _____

Also send results to: _____ HH/NH _____

- ☐ Outpatient Services
- ☐ Diagnostic (CLI)
- ☐ Recurring (RCR)
- ☐ Referred Lab (REF)

Place of Service

- ☐ PRMC South ☐ PRMC North
- ☐ Outpatient Surgery Center (North)
- ☐ Women's Imaging Center (North)

Pro Call 737-3900

FAX 737-3966

Date of Procedure: ___/___/___ Time: _____ AM PM

Procedure Description: _____

If CT, MRI or IVP with contrast is ordered, has a Creatinine been performed within the last 30 days? YES NO

If YES, please fax results If NO, does one need to be ordered? YES NO



OUTPATIENT REQUISITION

Form # 6240057 (Rev. 11/07)

PATIENT ID LABEL

APPENDIX XVIII

**PARIS JUNIOR COLLEGE
RADIOLOGY TECHNOLOGY PROGRAM
SELF EVALUATION FOR THE
_____ SEMESTER**

Student Name:_____

Date:_____

This report represents your general evaluation of your performance for the indicated semester. It is a descriptive evaluation intended to help you identify your progress, strengths, and areas of needed improvement. You are to keep one copy of the evaluation and another will be kept in your file.

RADR_____

List the strengths:

Areas of Improvement:

RADR_____

List the strengths:

Areas of Improvement:

Student Signature

**RADR 2335.10A0
Radiologic Technology Seminar
Fall 2026**

Instructors:
Laura Fendley/Carla Emery
Office: 1066/1064
Phone: 903-782-0765/903-782-0743
Email: lfendley@parisjc.edu
cemery@parisjc.edu

Meeting Location: WTC 1101
Meeting Days: Thursday
Meeting Times: 10:00 am – 1:00 pm
Office Hours: By appointment

Course Description

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. *Credits: 3 SCH*

Course Goals and Objectives

Demonstrate entry level proficiency in knowledge, skills, and attitudes necessary for professional employment; and articulate the need for lifelong learning. **Complete and submit proof of application for ARRT certification by October 22, 2026.**

Fee Schedule (all costs are approximate, PJC does not set fee amounts):

- **ARRT application fee \$225 due October 15th**
- **Fingerprints for TMB \$50.00 after November 14th**
- **Temporary MRT application fee for TMB \$130.00 due November 14th (application fee includes the Jurisprudence exam fee, the Office of Patient Protection fee, and online payment fee)**
- **National Practitioner Data Bank (NPDB) surcharge for TMB \$21.00 due November 14th**
- **Physician Health Program (PHP) surcharge for TMB \$7.00 due November 14th**

How Students Should Set Up an ARRT Online Account

Go to: [https://apps.rrt.org/account-setup/online-account-setup/landing](https://apps.arrt.org/account-setup/online-account-setup/landing)

1. Click on the "Set Up Your ARRT Online Account" link above.
2. Answer the questions on each screen. Then click next.
3. When you finish setting up your account, you'll see a screen explaining next steps.
4. Don't share your account setup link with anyone else. If you have questions, contact your Program Director.

Required Textbook(s) and Materials

1. *Introduction to Radiologic Sciences and Patient Care*, Adler, Carlton, 8th ed. 2023, ISBN: 978-0-323-87220-1
2. *Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume 1*, Frank, Long, Smith, 14th edition, 2018, ISBN: 978-0-3235-6768-8
3. *Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume 2*, Frank, Long, Smith, 14th edition, 2018, ISBN: 978-0-3232-6767-1
4. *Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume 3*, Frank, Long, Smith, 14th edition, 2018, ISBN: 978-0-3232-6766-4
5. *Merrill's Atlas of Radiographic Positioning, & Procedures Workbook*, Frank, Long, Smith, 14th edition, 2018, ISBN: 978-0-3235-9704-3
6. *Merrill's Pocket Guide to Radiography*, Frank, Long, Smith, 14th edition, 2018, ISBN: 978-0-3236-1213-5.

7. *Radiologic Science for Technologists Physics, Biology, & Protection*, Bushong, 12th edition, 2021, ISBN: 978-0-323-66134-8
8. *Mosby's Comprehensive Review of Radiology: The Complete Study Guide and Career Planner*, Callaway, 8th edition, 2022, ISBN: 978-0-323-69488-9
9. *Principles of Radiologic Imaging: An Art and A Science*, Carlton, Alder, 6th edition, 2019 ISBN: 978-1-337-71106-7
10. Online Version - Rad Tech Boot Camp
11. Online Version – Rad Easy Review Course

Program-Level Student Learning Outcomes

Students will be able to perform these outcomes upon completion of the program:

- Students will apply proper positioning skills.
- Student will select appropriate technical factors for digital imaging.
- Students will demonstrate radiation protection.
- Students will demonstrate effective oral communication skills with staff, preceptors, and patients.
- Students will demonstrate effective written communication skills.
- Students will manipulate technical factors for non-routine examinations.
- Students will demonstrate positioning for trauma patients.
- Students will demonstrate professionalism in clinical situations.
- Students will demonstrate exemplary customer service.
- Students will evaluate radiographic images effectively.
- Students will demonstrate critical thinking in trauma situations.

Course-Level Student Learning Outcomes

- Demonstrate entry level proficiency in knowledge, skills, and attitudes necessary for professional employment.
- Articulate the need for lifelong learning.
- Identify career paths.
- Demonstrate writing a resume.
- Demonstrate knowledge of interview process and employer expectations.
- Prepared to take the ARRT registry.
- Demonstrate knowledge of radiation protection, equipment operation and quality control, image production and evaluation, radiographic procedures, and patient care and education.
- Complete and submit proof of application for licensure.

Course Requirements and Evaluation

In order to pass RADR 2235, the student must achieve a final average grade of 75 or higher and complete all objectives:

Assignments/Quizzes	20%
Unit Exams	40%
Mock Exams	30%
Final Exam	10%

The average of the exams (units, mocks, and final) MUST be 75.0% or greater before ANY other course grades are averaged to compose the final grade. If the exam average is below 75.0%, the student will receive the grade of “F” for the course regardless of any other grade(s).

If you miss an exam, you must contact the instructor as soon as possible. Make-up exams may be an alternate examination. **Missed quizzes cannot be made up and will result in a grade of zero.**

Students who have unsatisfactory progress in coursework, will be given written notification and a plan for remediation will be completed. A plan will be recommended to improve future grades. No extra credit will be offered.

Required Activity

All students must complete the Student Acknowledgment located in the "Start Here" section of Blackboard by 10:00 p.m. by August 31, 2026. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Remediation/Success Program

Students who are unable to satisfactorily meet course requirements, course standards, objectives, or score less than 75 on unit exams, 85 on Mock Exam 1, 80 on Mock Exam 2, or 75 cumulative of all mock exams in the course could be referred for remediation. Student resources to support success in the PJC Radiology Technology Program can be accessed on Blackboard or by reaching out to a faculty member.

Mock Exam 1 – If the student scores below an 85 the student will be referred for remediation for the duration of the semester.

Mock Exam 2 (Midsemester) - Students scoring below 80 on the Midsemester Mock exam will not receive a validation signature to schedule the ARRT Registry. At midsemester **all** students will be referred for remediation for the remainder of the semester.

Mock Exam 3 (Final Mock) – Students not receiving the validation signature after Mock Exam 2 will have a final opportunity by achieving an average of 75% on all three mock exams. If the student is unsuccessful they will need to satisfy the post-graduation remediation to obtain validation signature.

Late Work

To promote timely submission of assignments and ensure the orderly progression of the course, late work will be accepted only under the following conditions:

Assignments submitted after the designated due date but before the start of the next scheduled class meeting will be subject to a standard deduction of 20 points from the earned score. Assignments submitted after the beginning of the next class meeting will not be accepted and will receive a grade of zero. Students are encouraged to plan accordingly and communicate with the instructor in advance if circumstances may impact their ability to meet assignment deadlines.

All assigned coursework is considered a required component of the course. Failure to complete assigned coursework may impede a student's ability to successfully complete the program. Additionally, failure to complete required coursework, including assigned remediation activities, constitutes a failure to meet course objectives.

Course Structure and Organization

- Practical work experience in a variety of healthcare settings
- Group activities
- Computer Assisted Instruction
- Audio-visuals
- Oral and Written assignments
- Critical Thinking or problem-solving activities

Class Attendance

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12, 2026.**

Radiology Technology students will follow the absence and tardy policies of Paris Junior College as discussed in the school catalog, with the following modifications because of the nature of radiology technology:

1. During inclement weather on classroom days, the student must make his/her own decision regarding safety for travel to school. A student who decides not to attend class/clinicals because of inclement weather will receive an absence unless official notification by the college has been made that classes are closed.
2. Students missing less than 30 minutes of classroom time during a given day will receive a tardy. Students missing 30 minutes or more will be given an absence. A tardy or absence, such as arriving late or leaving early may occur at any point during the day.
3. Three (3) tardies = one (1) absence.
4. Students who are absent will be required to make up the lab/classroom hours if required.
5. Students missing any time after three (3) absences **per course** per semester are subject to dismissal from the program. Upon return to school, the student must make a request to the Program Director to discuss absences. The student may provide supporting evidence to validate the necessity of the absence.

Procedure for Reporting an Absence or Tardy

When a student must be late or absent from the classroom, that individual must notify the didactic instructor by telephone (call or text message) before the scheduled course begins. When calling, the student should attempt to contact the instructor, but if this person is unavailable, speak to the next person in line of authority. The student must obtain the name and position of the person contacted about the absence, as well as the time. The student should then convey his/her message to the course instructor via telephone (call or text message) with the documented information (name, position, time). Failure to comply with the requirements may result in automatic probation. Abuse of these rules may result in a termination from the program.

Illness Policy

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, **and**
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Class Conduct

Please put away all cell phones, pagers, iPods, AirPods, headphones, recording devices, smart watches, cameras, etc. before entering the classroom/laboratory/clinical site. There will be a designated location in the classroom for those students who bring devices to class. **All devices must be powered "off" to minimize classroom disruptions.** Students may access their devices during break times or in case of an emergency. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Complaint Procedures

Students should address all complaints or concerns with their course instructor **first**. If the issue is not resolved the student should reference the RTP Student Handbook for the official grievance procedure.

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Artificial intelligence (AI) tools may be used in this course at the student's discretion. However, in keeping with scholarly and academic integrity standards, AI may not be used to generate written assignments, research content, or sources submitted for credit. Students are responsible for independently verifying the accuracy of any AI-assisted materials used for studying (such as flashcards or study guides), as AI tools are known to produce inaccurate or fabricated information. Submitting AI-generated content as one's own work constitutes academic dishonesty.

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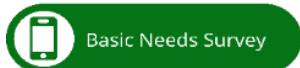
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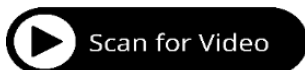
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988, help is available on campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



<u>Week</u>	<u>Date</u>	<u>Lecture / Exams</u>
1	08/24 08/27	9am - Orientation – Mock Exam 1 APPLY FOR PJC GRADUATION - ARRT ONLINE FORMS Career Development
2	09/03	Ch 3 - Safety #1 – Radiation Protection – Assignment
3	09/10	Ch 3 – Safety #2 – Radiation Protection – Assignment
4	09/17	Exam 1 - Safety Ch 5 - Procedures #1 Extremities – Assignment
5	09/24	Ch 5 - Procedures #2 Head, Spine, & Pelvis – Assignment
6	10/01	Ch 5 - Procedures #3 Thorax & Abdomen – Assignment
7	10/08	Exam 2 – Procedures – Assignment
8	10/15	Ch 4 - Image Production #1 – Assignment Mock Exam 2 *FINAL DEADLINE - ARRT applications <u>MUST BE</u> submitted online (\$225 APPLICATION FEE)
9	10/22	Ch 4 - Image Production #2 - Assignment
10	10/29	Exam 3 – Image Production & Equipment Operation Ch 2 – Patient Care #1 - Assignment
11	11/05	Mock Interviews
12	11/12	Ch 2 - Patient Care #2 - Assignment *LAST DAY TO WITHDRAW WITH A “W” *NOVEMBER 12th - APPLY FOR TMB *SCHEDULE JURISPRUDENCE EXAM
13	11/19	Exam 4 – Patient Care - Assignment
14	11/26	Thanksgiving Break – Enjoy your holiday!!
15	11/30 12/03	Mock Exam 3 Question and Answer Session
16	12/07	Request for Official Transcript for TMB Final Exam will be on <u>Monday December 7th</u> @ 9:00 am

Applying for TMB

Wait 28 days prior to Graduation

TMB website- <https://www.tmb.texas.gov/>

Apply and Renew tab

Medical Radiologic Technologist

Scroll down, select “Apply”

Select - Medical Radiologic Technologist General & Temporary

Scroll through the page and read each section CAREFULLY (Before You Apply, Application Process, Licensing Dates, Fees, FAQ)

Scroll to the top of the page and click on the drop-down menu “Helpful Links”

One question will ask “License Type” choose TEMPORARY General Certificate
Finish application, pay fees etc.

CE Broker the TMB Continuing Education Tracking System-

<https://www.tmb.texas.gov/resources/for-applicants-and-licensees/continuing-education-tracking>

RADR 2367.10A0
Radiologic Practicum VI
Fall 2026

Instructor: Laura Fendley
Office: 1066
Phone: 903-782-0765
Email: lfendley@parisjc.edu
Office Hours: By appointment

Meeting Location: Rm 1101, WTC
Meeting Days: Thursday
Meeting Times: 9:00 am – 10:00 am
Clinical Days: Monday, Tuesday, Wednesday

Course Description:

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Credits: 3 SCH

Required Textbook(s) and Materials:

1. *Introduction to Radiologic Science and Patient Care*, Adler, Carlton, 8th edition, 2023, ISBN: 978-0-323-87220-1
2. *Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume I*, Frank, Long, Smith, 14th edition, 2018, Mosby-Elsevier, ISBN-13: 978-0-3235-6768-8
3. *Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume II*, Frank, Long, Smith, 14th edition, 2018, Mosby-Elsevier, ISBN-13: 978-0-3235-6767-1
4. *Merrill's Atlas of Radiographic Positioning, & Procedures Volume III*, Frank, Long, Smith, 14th edition, 2018, Mosby-Elsevier, ISBN: 978-0-3235-6766-4
5. *The Workbook - Merrill's Atlas of Radiographic Positioning, & Procedures*, Frank, Long, Smith, 14th edition, 2018, ISBN: 978-0-3235-9704-3
6. *Principles of Radiologic Imaging: An Art and A Science*, Carlton, Alder, 6th edition, 2019, ISBN: 978-1-337-71106-7
7. *Merrill's Pocket Guide to Radiography*, Frank, Long, Smith, 14th edition, 2018, Mosby-Elsevier, ISBN-13: 978-0-3236-1213-5

Course Goals and Objectives:

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Program-Level Student Learning Outcomes:

Students will be able to perform these outcomes upon completion of the program:
Students will apply proper positioning skills.
Student will select appropriate technical factors for digital imaging.
Students will demonstrate radiation protection.
Students will demonstrate effective oral communication skills with staff, preceptors, and patients.
Students will demonstrate effective written communication skills.
Students will manipulate technical factors for non-routine examinations.
Students will demonstrate positioning for trauma patients.
Students will demonstrate professionalism in clinical situations.
Students will demonstrate exemplary customer service.
Students will evaluate radiographic images effectively.
Students will demonstrate critical thinking in trauma situations.

Course-Level Student Learning Outcomes:

1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures.
2. Regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
3. Demonstrate legal and ethical behavior.
4. Student will demonstrate safety practices.
5. Interpersonal and teamwork skills.
6. Appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
7. Identify and Apply Radiation Safety and Protection in classroom laboratory and clinical facilities for radiographer, healthcare team, patient, and general public.
8. Obtain multiple modality knowledge through observation in specialty rotation.
9. Demonstrate the ability to provide patient care and assessment, competent performance of radiologic imaging and total quality management.

Course Structure and Organization

- Practical work experience in a variety of healthcare settings
- Group activities
- Computer Assisted Instruction
- Audio-visuals
- Oral and Written assignments
- Critical Thinking or problem-solving activities

Course Requirements and Evaluation:

In order to pass RADR 2367, the student must meet the minimum requirements of the designated competencies in each column in order to receive the competency points and the additional points are based on an average of the clinical instructor's evaluation forms and attendance.

1. Course grade will depend on the number of points in each of the following categories:

Competencies
Patient Care
Professionalism
Knowledge/Skills
Attendance

Points are based on the number of clinical competencies in each column.

	Total 1 st Col.	Total 2 nd Col.	Total 3 rd Col.	=	Points
Competencies:					
(Totals must	>72	>60	>60		49
meet criteria	>70	>58	>56		39
of all columns.)	=>68	=>56	= >52		29
	<68	<56	<52		Fail Semester

Scores based on an average of all clinical instructors' evaluation form:

Patient Care:	20	=	15
(Total scores	16-19	=	13
of section.)	12-15	=	12
	<12	=	0
Professionalism:	25	=	15
(Total scores	20-24	=	13
of section.)	15-19	=	12
	<15	=	0
Knowledge/Skills:	35	=	16

(Total scores of section.)	28-34	=	13
	21-27	=	12
	<21	=	0
Attendance:	0-3 Absences	=	5
	4 Absences	=	4
	5 Absences	=	3

Grading Scale: Depending on number of competencies completed, evaluations, clinical participation, submission of time records, journals, competency trackers, summary logs, and clinical discussions.

The student is responsible for updating their digital clinical log and bringing their Daily Comp Tracker to clinical discussion weekly or competencies will not be accepted for that week. Students are also responsible for verifying competency accuracy in Trajecsyst on a weekly basis; competencies not submitted within 7 days will not be accepted. All failed competencies must be submitted each week or 5 points will be taken off the student's final grade. After the 3rd incident, it may be grounds for dismissal.

Must have journal for clinical discussion weekly and verified time records must be submitted by the last clinical day of each week or 5 points will be deducted per incident from the student's final grade. Journal must have preceptor signature daily, if signature is missing there will be a 5-point deduction from final grade for each occurrence.

During weekly clinical discussions, the student is responsible for bringing the following items: competencies, time record/competency discrepancies/changes, and journals with clinical preceptor's signature. If the student does not have each of the items, including signatures, then five (5) points will be deducted from final grade per occurrence. The weekly clinical discussion will require the student to verbally discuss procedures that they assisted, observed, and performed during the prior week to their classmates for group discussion.

Weekly time logs **MUST** be verified by the first class-day following clinical. Arrival and departure time for each shift **MUST** be logged, including the lunch break. If time records are not accurately logged the student will receive a clinical absence and be required to make up the clinical hours. Abuse of utilizing time exceptions may be grounds for immediate dismissal. Students are allotted three (3) time exceptions per semester. Unapproved time exceptions after the 3rd occurrence will result in a 5-point deduction from the final course grade, per occurrence.

The student's evaluations will be reviewed. Any problems that may have occurred will be discussed during clinical discussion so that the whole group may benefit from the evaluations. Twice a semester the student and instructor will meet to discuss individual evaluations. There will be a clinical discussion weekly, unless notified by instructor.

Students who have unsatisfactory progress in clinical will be given written notification, put on probation, and a plan for remediation will be completed. Continued unsatisfactory progress after remediation may result in dismissal from program.

Evaluations that do not meet minimum requirements are deemed unsatisfactory progress in the course.

To have satisfactory progress, students must have the following by Midsemester:

- Column 1 ≥ 68 competencies
- Column 2 ≥ 56 competencies
- Column 3 ≥ 52 competencies

Attendance:

The last day to withdraw with a "W" is November 12, 2026. Radiology Technology students will follow the absence and tardy policies of Paris Junior College as discussed in the school catalog, with the following modifications because of the nature of radiology technology:

1. During inclement weather on clinical days, the student must make his/her own decision regarding safety for travel to the clinical facility. A student who decides not to attend clinical because of inclement weather will receive an absence unless official notification by the college has been made that the college is closed.
2. Students missing less than 60 minutes of clinicals during a given day will receive a tardy. Students missing 60 minutes or more will be given an absence. A tardy or absence such arriving late or leaving early may occur at any point during the day.
3. Three (3) tardies = one (1) absence.
4. Students who are absent will be required to make up the lab/clinical hours.
5. Students missing any time after three (3) absences per course per semester are subject to dismissal from the program. Upon return to school, the student must make a request to the Program Director to discuss absences. The student may provide supporting evidence to validate the necessity of the absence.

Daily attendance is critical for the successful completion of this course. All practicum work experience will be made up at the convenience of the facility and the instructor. Withdrawal requests must be initiated by the student. Failure to complete all practicum objectives will result in a grade of "F" in the course.

Procedure for Reporting an Absence or Tardy

When a student must be tardy or absent from the clinical site, that individual must notify the clinical instructor by telephone (phone call ONLY; text messages are NOT acceptable). If the assignment is in a hospital or clinic, the agency must be notified as soon as possible, always **before** the schedule shift begins. When calling, the student should attempt to contact the person in charge, but if this person is unavailable, speak to the next person in line of authority. The student must obtain the name and position of the person contacted about the absence, as well as the time. The student should then convey his/her message to the clinical coordinator via Teams with the documented information (name, position, time, time exception completed).

Failure to comply with the requirements may result in automatic probation. Abuse of these rules (ex: 'no call, no show') may result in immediate dismissal from the program.

Clinical/Class Conduct:

Put away all cell phones, pagers, iPods, headphones, recording devices, smart watches, cameras, laptops and/or other electronic devices before entering the clinical site. There will be a designated location in the classroom for students who bring devices to class. **All devices must be powered "off" to minimize classroom disruptions.** Students may access their devices during break times or in case of an emergency (instructor notification required). **Cell phones, laptops, iPads, and/or other recording or smart devices are not allowed in the clinical areas at any time.** Students needing to check devices or make phone calls must do so at designated break times. The student must notify the Clinical Instructor and leave the department to check cell phones and/or smart devices. No obscene/vulgar language will be permitted in the classroom/laboratory/clinical site. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Artificial intelligence

Artificial intelligence (AI) tools may be used in this course at the student's discretion. However, in keeping with scholarly and academic integrity standards, AI may not be used to generate written assignments, research content, or sources submitted for credit. Students are responsible for independently verifying the accuracy of any AI-assisted materials used for studying (such as flashcards or study guides), as AI tools are known to produce inaccurate or fabricated information. Submitting AI-generated content as one's own work constitutes academic dishonesty.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, quizzes, assignments, plagiarism, or collusion with others will be referred to the appropriate Division Vice President or the College President for disciplinary action such as dismissal from the college. **These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester.**

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence including notices of academic status, financial aid, billing, registration, and campus alerts will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

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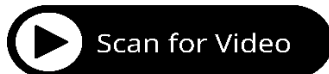
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RBTC 1305.10C0
Fundamentals of Robotics
Fall 2026 – 2nd Flex

Instructor: Jeff Frankland
Office: 1111B
Phone: 903-457-8737
Email: jfrankland@parisjc.edu

Location: Paris, Workforce Center 1111
Meeting Days: Mon & Wed
Meeting Times: 5:00pm – 8:30pm
Office Hours: See Door Schedule

Course Description:

Robotics Fundamentals course is an introduction to flexible automation. Topics include installation, repair, maintenance, and development of flexible robotic manufacturing systems.

Credits: 3 SCH

Prerequisite(s): None

TSI Requirement: N/A

Required Textbook(s) and Materials:

All text/written materials will be provided

Course Goals and Objectives:

1. Describe/define a robot, describe advantages, components, and safety aspects.
2. Describe and identify axes, jogging, & teaching pendants.
3. Describe and identify components and homing functionality
4. Describe, identify and operate end effectors.
5. Develop and operate a robot program

Course Requirements and Evaluation:

Grading:

25%: Test Average (2 Major Tests)
50%: Lab (Skills) Participation/Self Reviews
25%: Final Exam

Grading Scale:

90 – 100 = "A"
80 – 89 = "B"
70 – 79 = "C"
60 – 69 = "D"

Self-Reviews due at end of each Segment

Required Activity:

Reference the IT Checklist and work through it before the next class.

<https://www.parisjc.edu/technology/pjc-it-checklist.php>

The checklist covers everything students need to be ready on day one. **Important:** PJC has now enforced multi-factor authentication (MFA) for all student accounts. If you have not set it up, you will be forced to. This is covered in the checklist above.

Please send all IT requests to techsupport@parisjc.edu

Emailing techsupport@parisjc.edu automatically creates a ticket, which lets IT track every request and prioritize appropriately.

Course Policies:

Make up labs will not be scheduled for any module(s) that are over 3 weeks past due. Scheduling of make up labs are the responsibility of the student. Requests for make up labs will need to include more than one student if there are others that desire make ups.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Nov.24th**.

Class Conduct:

No open drinks, cans, bottles, or mugs in the classroom. All drinks must be in a spill proof container. Food will be permitted at the student's desk and not anywhere near mechatronics equipment. – If there is a Lunch break during your course, it is up to the instructors discretion to change or amend these rules.

Please turn off or silence and put away all cell phones, laptops, tablets, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

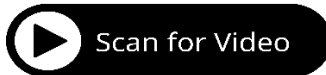
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
1. Week of 10/19	Intro to Course, Material, and process	Assigned readings
2. Week of 10/26	Prep work area, Commission Equipment	Assigned readings
3. Week of 11/2	LAP 1 Seg.1 Power up & Shutdown Seg. 2 Manual Operation	Segment 1 and 2 lab book
4. Week of 11/9	LAP 1 Seg. 3 Homing Seg. 4 End Effector Operation	Segment 3 and 4 lab book LAP 1 TEST
5. Week of 11/16	LAP 2 Seg. 1 Teaching Points	Segment 1 lab book
6. Week of 11/23	LAP 2 Seg. 2 Basic Programming Seg. 3 Movement & End Effector Commands	Segment 2 & 3 lab book LAP 2 TEST <i>Holiday W-F</i>
7. Week of 11/30	Special Projects	Lab design provided
8. Week of 12/7	FINAL EXAM	

RBTC-1305.40C0
Fundamentals of Robotics
Fall 2026 – 2nd Flex

Instructor: Mrs. Sanchez
Office: A115
Phone: 903-457-8737
Email: isanchezhaynes@parisjc.edu

Location: Greenville, Workforce Building A113
Meeting Days: Tuesdays & Thursdays
Meeting Times: 1:00pm-4:30pm
Office Hours: See Door Schedule

Course Description:

Robotics Fundamentals course is an introduction to flexible automation. Topics include installation, repair, maintenance, and development of flexible robotic manufacturing systems.

Credits: 3 SCH

Prerequisite(s): N/A

TSI Requirement: N/A

Required Textbook(s) and Materials:

All text/written materials will be provided

Course Goals and Objectives:

1. Describe/define a robot, describe advantages, components, and safety aspects.
2. Describe and identify axes, jogging, & teaching pendants.
3. Describe and identify components and homing functionality
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5. Develop and operate a robot program

Course Requirements and Evaluation:

There will be online quizzes, module assessments, skill assessments, and 2 exams.

Course grade will be computed as follows:

Grading:

50%: Labs

25%: Assessments

25%: Exams

Grading Scale:

90 – 100 is an "A"

80 – 89 is a "B"

70 – 79 is a "C"

60 – 69 is a "D"

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Make up labs will not be scheduled for any module(s) that are over 2 weeks past due. Scheduling of make-up labs are the responsibility of the student.

Class Attendance:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

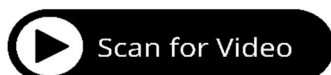
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
1. Week of 10/19	Intro to Course, Material, and process	Assigned readings
2. Week of 10/26	Prep work area, Commission Equipment	Assigned readings
3. Week of 11/2	LAP 1 Seg.1 Power up & Shutdown Seg. 2 Manual Operation	Segment 1 and 2 lab book
4. Week of 11/9	LAP 1 Seg. 3 Homing Seg. 4 End Effector Operation	Segment 3 and 4 lab book LAP 1 TEST
5. Week of 11/16	LAP 2 Seg. 1 Teaching Points	Segment 1 lab book
6. Week of 11/23	LAP 2 Seg. 2 Basic Programming Seg. 3 Movement & End Effector Commands	Segment 2 & 3 lab book LAP 2 TEST <i>Holiday W-F</i>
7. Week of 11/30	Special Projects	Lab design provided
8. Week of 12/7	FINAL EXAM	

Course # RNSG 1218
Course Title: Transit to Professional Nursing
Semester and Year: Fall 2026

Instructor (Lead): Kimberly Vice, MSN-Ed, RN **Meeting Location:** See calendar/Blackboard
Office: 1036 **Meeting Days:** To be announced
Phone: 903-782-0730 **Meeting Times:** To be announced
Email: kvice@parisjc.edu
Office Hours: Monday/Thursday 7:30AM-4:00PM, Tuesday/Wednesday 07:30AM-4:30PM

Course Faculty:

Kelly Merritt, MSN, APRN, FNP-C
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0766
Office: 1032
Email: kmerritt@parisjc.edu

Ashley Moss, MSN, RN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0746
Office: 1038
Email: amoss@parisjc.edu

Kelli Rial, MSN, RN, CNEcl
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0751
Office: 1042
Email: krial@parisjc.edu

Rebecca Scott, MSN, RN, CCRN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0246
Office: 1044
Email: rscott@parisjc.edu

Director of Nursing:

Dwana Hollidai, MBA, BSN, BS, RN
Office Phone: 903-782-0758
Office: 1008
Email: dhollidai@parisjc.edu

Assistant Director of Nursing:

Brad Bolton, BSN, RN, EMT-P
Office Phone: 903-782-0754
Office: 1004
Email: bbolton@parisjc.edu

Course Description:

Transition to professional nursing competencies in the care of patients throughout the lifespan. Validates proficiency in psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach.

2 Semester credit hours, 1, Didactic hour, 3 Lab/clinical hours

Co-requisites include: RNSG 1324, RNSG 1226, and RNSG 2160

Students must be TSI compliant in Math/Reading/Writing before degree conferral.

Required Textbook(s) and Materials:**Required Fall 2026:**

Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing 16th ed. ISBN: 9781975221133

Lippincott CoursePoint+ Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing 5th ed. ISBN: 9781975246211

Lippincott CoursePoint+ for Videbeck: Psychiatric-Mental Health Nursing, 10th Edition

Spring 2027:

No additional textbooks required for Spring

Summer 2027:

No additional textbooks required for Summer

Recommended:

Silvestri, Linda (2022) Saunders Comprehensive Review for NCLEX-RN, (9th ed.), Elsevier-Saunders, ISBN: 9780323795307

Curren, A.M., (2020) Dimensional Analysis for Meds, (any edition), Delmar Cengage Learning. ISBN: 9781284248623

PJC Help Desk:

techsupport@parisjc.edu

903.782.0496

PJC IT Checklist: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

Course Goals and Objectives:

Course Outcomes:

1. Apply concepts and principles necessary for the performance of professional nursing skills across the lifespan. (EPSLO #1,2,3,4)
2. Demonstrate clinical reasoning and clinical judgement in the performance of professional nursing skills. (EPSLO #1,2,3,4)
3. Perform a comprehensive head to toe and focused health assessment. (EPSLO #1,2,5,7)
4. Demonstrate proficiency in safe medication administration. (EPSLO #1,2,4)

End-of-Program Student Learning Outcomes:

1. Provide safe, compassionate, and patient-centered nursing care to individuals, families, and communities across the lifespan, incorporating cultural, developmental, and ethical considerations.
2. Apply clinical judgment and clinical reasoning to assess, plan, implement, and evaluate nursing care that promotes optimal patient outcomes in a variety of healthcare settings.
3. Integrate evidence-based practice, clinical guidelines, and nursing standards into decision-making to deliver high-quality, effective nursing care.
4. Demonstrate professional integrity, ethical practice, accountability, and legal compliance consistent with the role of the entry-level professional nurse.
5. Communicate and collaborate effectively with patients, families, and interprofessional healthcare team members to support coordinated, patient-centered care.
6. Promote health, wellness, and disease prevention through patient education, advocacy, and community-based care that supports the well-being of diverse populations.
7. Use healthcare technology and informatics to accurately document, manage, and communicate patient information in support of safe and efficient care delivery.

Course Requirements and Evaluation:

Content/Concepts:

- Infection Control/Personal Protective Equipment (PPE)
- Aseptic/Sterile Technique
- Health Assessment (Head-to-toe and Focused)
- Dosage Calculations
- Medication Administration
- Intravenous (IV) Assess Insertion/Removal and Management IV Therapy
- Central Line Dressing Change
- Foley Catheter Insertion/Removal and Management
- Wound Care
- Oxygen Administration Methods

Course Components:

- **Dosage Calculation Math Competency Exam**

You will take a medication dosage calculation exam. The exam will consist of ten (10) calculation questions. You will have three (3) attempts to take the exam, in which you must make a 100%. Not scoring a 100% by the third attempt will result in failure of the course and a withdrawal of all RNSG courses. Your grade will decrease on each attempt. Students must score 100% on the Math Exam by the third attempt in order to administer medications at clinical. Students are responsible for scheduling tutoring/remediation with Mr. Bolton.

Math Exam Grading Scale:

Attempt to reach 100	Recorded Grade
1	100
2	88
3	75

- **ATI Skills Modules 4.0**

Students will complete the assigned skills modules in ATI (see list below). The students must complete the designated amount of time reviewing module content listed prior to lab and the post-test after lab. See Blackboard/Calendar for due dates. If the assigned module is not reviewed prior to lab, a Standard Deduction will be applied and completion of the assignment will remain a requirement to receive course credit.

- **Assessment** – Review all sections of the module except the Maternal Newborn section. A minimum of 60 minutes logged time is required reviewing module content prior to lab. The post-test will be located in My ATI – Assessments. Refer to Blackboard/Calendar for additional instructions and due dates.
- **Elimination** – Review Urinary Elimination and Client Chart: Urinary Elimination sections only. A minimum of 45 minutes logged time is required reviewing module content prior to lab. The post-test will be located in My ATI – Assessments. Refer to Blackboard/Calendar for additional instructions and due dates.
- **Fluid, Electrolyte, and Acid-Base Regulation** – Review all sections of the module except the Blood Administration, Client Chart: Blood Administration, and Virtual Application: Blood Transfusion. A minimum of 60 minutes logged time is required reviewing module content prior to lab. The post-test will be located in My ATI – Assessments. Refer to Blackboard/Calendar for additional instructions and due dates.
- **Gas Exchange and Oxygenation** - Review Oxygen Therapy and Client Chart: Oxygen Therapy sections only. A minimum of 45 minutes logged time is required reviewing module content prior to lab. The post-test will be located in My ATI – Assessments. Refer to Blackboard/Calendar for additional instructions and due dates.
- **Infection Control** – Review all sections of the module. A minimum of 60 minutes logged time is required reviewing module content prior to lab. The post-test will be

located in My ATI – Assessments. Refer to Blackboard/Calendar for additional instructions and due dates.

- **Medication Administration** – Review all sections of the module. A minimum of 60 minutes logged time is required reviewing module content prior to lab. The post-test will be located in My ATI – Assessments. Refer to Blackboard/Calendar for additional instructions and due dates.
- **Tissue Integrity** - Review all sections of the module. A minimum of 60 minutes logged time is required reviewing module content prior to lab. The post-test will be located in My ATI – Assessments. Refer to Blackboard/Calendar for additional instructions and due dates.

- **Clinical Skills Competency Validation**

Students will be expected to demonstrate competency in the clinical skills listed below using lab equipment during lab time. Instructors will observe and evaluate student performance to verify competency with grade of complete or incomplete. If areas for improvement are identified, students may be provided with instructor-led remediation and given opportunities to further develop proficiency at student request. Refer to Blackboard for additional instructions/information. Practice is required and must be completed within scheduled class/lab time. Individual practice outside of scheduled class/lab times is available by appointment only. Students are expected to demonstrate good stewardship of all supplies, which may include repackaging items for continued use. Students are required to bring their individual copy of the Paris Junior College Nursing Skills Notebook to the scheduled lab time for completion as skills competency verified.

- Intravenous (IV) Therapy (Priming IV tubing, IVP, IVPB)
- IM/SQ Injection
- Foley Catheter Insertion/Removal
- PPE
- Wound Care

- **Simulation**

Students will participate in a formative simulation based learning experience, utilizing the nursing process. Student will take part in the simulation with accuracy, professionalism, safety and skillfulness in complete care.

- **Clinical Skills Check-Offs**

- **Head-To-Toe Assessment Skills Check-Off**

Students will complete a skills check-off to show safety and competency in head-to-toe assessment. This skills check-off will be done in the lab, and the skills will be performed using lab equipment. Students will have three attempts to demonstrate competency and safety with head-to-toe assessment and will be offered instructor-led remediation between attempts upon student request. Third attempts at skills will be evaluated by two instructors. Failure to pass by the third attempt for this skill will result in failure of this course. Refer to Blackboard for additional instructions/information under “Clinical Skills Check-offs”.

Head-To-Toe Assessment Check-off Grading Scale:

Pass on 1st Attempt=100

Pass on 2nd Attempt=88

Pass on 3rd Attempt=75

*Not passing on the 3rd attempt will result in failure of the course. Remediation is available upon request between each attempt. *

➤ Medication Administration Procedure Skills Check-Off

Students will complete a skills check-off to show safety and competency in medication administration of oral (PO) medication route. This skills check-off will be done in the lab, and the skills will be performed using lab equipment. Students will have three attempts to demonstrate competency and safety with medication administration and will be offered instructor-led remediation between attempts upon student request. Third attempts at skills will be evaluated by two instructors. Failure to pass by the third attempt for this skill will result in failure of this course. Refer to Blackboard for additional instructions/information under “Clinical Skills Check-offs”.

Medication Administration Check-off Grading Scale:

Pass on 1st Attempt=100

Pass on 2nd Attempt=88

Pass on 3rd Attempt=75

*Not passing on the 3rd attempt will result in failure of the course. Remediation is available upon request between each attempt. *

➤ Insertion/Removal Intravenous Catheter Skills Check-Off

Students will complete a skills check-off to show safety and competency in insertion/removal intravenous catheter. This skills check-off will be done in the lab, and the skills will be performed using lab equipment. Students will have three attempts to demonstrate competency and safety with medication administration and will be offered instructor-led remediation between attempts upon student request. Third attempts at skills will be evaluated by two instructors. Failure to pass by the third attempt for this skill will result in failure of this course. Refer to Blackboard for additional instructions/information under “Clinical Skills Check-offs”.

Insertion/Removal Intravenous Catheter Check-off Grading Scale:

Pass on 1st Attempt=100

Pass on 2nd Attempt=88

Pass on 3rd Attempt=75

*Not passing on the 3rd attempt will result in failure of the course. Remediation is available upon request between each attempt. *

➤ Central Line Dressing Change Skills Check-Off

Students will complete a skills check-off to show safety and competency in central line dressing change. This skills check-off will be done in the lab, and the skills will be performed using lab equipment. Students will have three attempts to demonstrate competency and safety with medication administration and will be offered instructor-led remediation between attempts upon student request. Third attempts at skills will be evaluated by two instructors. Failure to pass by the third attempt for this skill will result in

failure of this course. Refer to Blackboard for additional instructions/information under “Clinical Skills Check-offs”.

Central Line Dressing Change Check-off Grading Scale:

Pass on 1st Attempt=100

Pass on 2nd Attempt=88

Pass on 3rd Attempt=75

*Not passing on the 3rd attempt will result in failure of the course. Remediation is available upon request between each attempt. *

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on September 8, 2026. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Evaluation will be based on techniques designed to determine if course objectives are met. These measures include:

Course Components	Percentage
Dosage Calculation Math Competency Exam	15%
ATI Modules (see Course Components section of syllabus for assignment details) • Assessment (5%) • Elimination (5%) • Fluid, Electrolyte, and Acid-Base Regulation (5%) • Gas Exchange and Oxygenation (5%) • Infection Control (5%) • Medication Administration (5%) • Tissue Integrity (5%)	35%
Clinical Skills Competency Validation • Intravenous (IV) Therapy (Priming IV tubing, IVP, IVPB) • IM/SQ Injection • Foley Catheter Insertion/Removal • PPE • Wound Care	Complete/Incomplete
Simulation	Complete/Incomplete
Clinical Skills Check-Off • Head-To-Toe Assessment (12.5%) • Medication Administration Procedure (12.5%) • Insertion/Removal Intravenous Catheter (12.5%) • Central Line Dressing Change (12.5%)	50%
Overall Total	100%

ALL ABOVE COURSE COMPONENTS ARE MANDATORY AND MUST BE COMPLETED TO RECEIVE A GRADE

Grading Scale

A = 89.5-100
B = 80.5-89.49
C = 74.5-80.49
D = 69.5-74.49
F = 69.49 or below

All course components must be completed to receive full credit for the course. If any components are omitted or not completed, the student's grade may result in an incomplete or a failure.

Course components will be considered late if submitted after the deadline identified in the course content found in blackboard. Assignments may be submitted up to three days late with a ten-point deduction per day. Late assignments must still be completed, but after the three days, a zero will be placed into the gradebook.

For example: If an assignment is due at 0830 Monday morning, at 0831 it is a 10-point deduction. If this same assignment were to be submitted on Tuesday at 0900 it is now a 20-point deduction.

A standard deduction will be applied for failure to bring required equipment and/or paperwork to class/lab. (Stethoscope, penlight, Paris Junior College Nursing Skills Notebook form, lab supply kit)

This course must be taken as a co-requisite to RNSG 1226, RNSG 1324 and RNSG 22160. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester.

All submitted assignments, documents, and/or other material must be submitted in a MS word document or PDF format. Refer to blackboard assignments for instructions on which format to use.

No extra credit will be offered.

Rounding of Final Grade:

Rounding of grades will only occur after all calculations leading to the final result is completed. Therefore, rounding grades for individual assignments is not an accepted practice. Rounding will be calculated using the "five-up" rule allowing for decimal numbers that meet or exceed the halfway point between two values to be rounded up to the larger value. For example, a grade of 89.5 equals an A, whereas a grade of 89.49 equals a B. Therefore, faculty, prior to the awarding of final course grades, shall ensure gradebook software in a course is in alignment with this policy.

Remediation/Success Program

Students who are unable to satisfactorily meet course requirements, course standards, objectives, such as failure of a skill check-off, may be referred for remediation. Students can self-refer or be referred by faculty for reasons other than unsatisfactory scores to enhance student success in the program.

Official Student Email Policy and Communication Expectations:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Voice and email communication will be acknowledged by assigned faculty within 36 hours during their designated office hours. Students are expected to acknowledge voice and email communication within 36 hours of receipt.

General announcements that apply to the entire class will be uploaded in Blackboard. The same expectation applies to reading Blackboard announcements as applies to reading PJC emails. Paris Junior College Nursing Faculty office hours are on non-clinical days. Appointments are recommended with assigned faculty.

Course specific questions and/or concerns may be directed to the course lead. Utilizing the chain of command, any unresolved issues can be addressed with the Assistant Director of Nursing, then the Director of Nursing.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *November 12, 2026*.

Attendance related definitions:

1. Tardy= Arriving to or leaving class/clinical/lab/simulation 30 minutes or less
2. Absence= Arriving or leaving class/clinical/lab/simulation 30 minutes or more

Students arriving more than 30 minutes late will not be allowed to attend the lab day and will be required to make up the hours.

If unable to attend lab/sim, notify faculty (Ms. Vice) prior to the scheduled lab or sim via faculty email.

Refer to the *PJC Nursing Student Handbook* for the attendance policy, found in the 2026-2027 RN cohort blackboard page.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Detailed Description of Standards:

Students are evaluated for adherence to the Detailed Standards each specialty clinical and classroom/lab day. Points are deducted for failure to adhere to Clinical Standards. Points deducted are cumulative and will be deducted from the overall RNSG 1218 course grade. Detailed Description of Standards can be found in Blackboard under Detailed Standards in the Nursing Handbook. A student may be subject to immediate point deduction and/or disciplinary action for violation of the Detailed Description of Standards.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

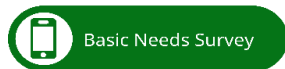
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Blackboard

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8/25/26	Medication Administration Skills Lab (IV Priming, IMPB, IM/SQ, IVP)	ATI Skill Module 4.0 Medication Administration Prework
8/27/26	Medication Administration; Dosage Calculations	ATI Assessment – Skills: Medication Administration Post-Test; Math Lecture
8/31/26 & 9/1/26	IV insertion/removal, Central line dressing change, Medication Administration	Fluid, Electrolyte Acid Base Regulation Prework
9/3/26	Fluid, Electrolyte Acid Base Regulation; Dosage Calculations	ATI Assessment- Skills: Fluid Electrolyte Acid Base Regulation Post-Test; Math Lecture
9/8/26	Assessment	ATI Skills Module 4.0 Assessment Prework
9/10/26	Assessment; Dosage Calculations	ATI Assessment- Skills: Assessment Post-Test; Math Lecture
9/14/26 & 9/15/26	Foley, Wound Care, PPE, Oxygen Methods	ATI Skills Module 4.0 Elimination Prework
9/17/26	Elimination	ATI Assessment- Skills: Elimination Post-Test; Math Exam 1
9/21/26 & 9/22/26	Check-Offs	ATI Skills Module 4.0 Infection control Prework
9/24/26	Infection control	ATI Assessment- Skills: Infection control Post-Test; Math Exam 2

9/28/26 & 9/29/26	Skills Lab Practice	ATI Skills Module 4.0 Gas exchange and Oxygenation Prework
10/1/26	Gas exchange and oxygenation	ATI Assessment- Skills: Gas exchange and oxygenation Post-Test; Math Exam 3
10/5/26 & 10/6/26	Check-Offs	ATI Skills Module 4.0 Tissue Integrity Prework
10/8/26	Tissue Integrity	ATI Assessment -Skills: Tissue Integrity Post-Test
10/12/26 & 10/13/26	Check-Offs attempt 2	None
10/19/26 & 10/20/26	Simulation	None
10/21/26	Check-Offs attempt 3	None

RNSG 1324
Concept-Based Transition to Professional Nursing Practice
Fall 2026

Instructor: Rebcca Scott MSN, RN
Office: WTC 1044
Phone: 903-782-0246
Email: rscott@parisjc.edu
Office Hours: Wednesday 0730-1700

Meeting Location: WTC 1016
Meeting Days: Thursday
Meeting Times: 0800 AM – 3:00PM

See door schedule for additional
hours

Course Description:

Integration of previous health care knowledge and skills into the role development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis is on clinical decision-making for patients and their families. Review of selected health care and professional nursing concepts with application through exemplars. Health care concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, coping, thermoregulation, tissue integrity, acid-base balance, clotting, cognition, fluid and electrolyte balance, gas exchange, immunity, metabolism, nutrition, grief, and perfusion. Professional nursing concepts include clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety, teamwork and collaboration. Introduces concepts of leadership and management.

3 Semester credit hours, 2 Didactic hours, 4 Laboratory hours

Co-requisites include: RNSG: 1218, RNSG 1226, RNSG 2160

TSI Compliant in Math, Reading and Writing required for degree conferral.

Required Textbook(s) and Materials:

Fall 2026:

Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing 16th ed. ISBN: 9781975274429

Lippincott CoursePoint+ Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing 5th ed. ISBN: 9781975246112

Lippincott CoursePoint+ for Videbeck: Psychiatric-Mental Health Nursing, 10th ed. ISBN: 9781975274771

Spring 2027:

No additional textbooks required for Spring

Summer 2027:

No additional textbooks required for Summer

Recommended:

Silvestri, Linda (2022) Saunders Comprehensive Review for NCLEX-RN, (9th ed.), Elsevier-Saunders, ISBN: 9780323795307

Curren, A.M., (2020) Dimensional Analysis for Meds, (any edition), Delmar Cengage Learning. ISBN: 9781284248623

Course Goals and Objectives:**Course Outcomes:**

- Utilize a systematic process to analyze selected health care concepts to manage care for patients across the lifespan. (EPSLO 1)
- Describe the interrelatedness among health care concepts to assist in developing clinical judgement. (EPSLO 2,3)
- Describe the attributes and roles of the professional nurse including leadership, management, and principles of delegation. (EPSLO 4)
- Apply clinical reasoning processes for the development of clinical judgement. (EPSLO 2)
- Discuss the legal-ethical exemplars for professional nursing practice. (EPSLO 4)
- Utilize professional communication techniques in providing patient-centered care and collaborating with members of the health care team. (EPSLO 5)
- Identify health promotion needs for patients across the lifespan. (EPSLO 1,6)

End- of-Program Student Learning Outcomes:

1. Provide safe, compassionate, and patient-centered nursing care to individuals, families, and communities across the lifespan, incorporating cultural, developmental, and ethical considerations.
2. Apply clinical judgment and clinical reasoning to assess, plan, implement, and evaluate nursing care that promotes optimal patient outcomes in a variety of healthcare settings.
3. Integrate evidence-based practice, clinical guidelines, and nursing standards into decision-making to deliver high-quality, effective nursing care.

4. Demonstrate professional integrity, ethical practice, accountability, and legal compliance consistent with the role of the entry-level professional nurse.
5. Communicate and collaborate effectively with patients, families, and interprofessional healthcare team members to support coordinated, patient-centered care.
6. Promote health, wellness, and disease prevention through patient education, advocacy, and community-based care that supports the well-being of diverse populations.
7. Use healthcare technology and informatics to accurately document, manage, and communicate patient information in support of safe and efficient care delivery.

Course Requirements and Evaluation:

Content/Concepts:

Unit 1 Role Transition / Foundational Concepts of Nursing Practice

Unit 2 Fluid and Electrolyte Acid Base Balance / Homeostasis

Unit 3 Gastrointestinal / Digestion and Bowel Elimination

Unit 4 Skin and Nutrition / Tissue Integrity and Nutrition

Unit 5 Respiratory / Gas Exchange

Evaluation will be based on techniques designed to determine if course objectives are met.

These measures include:

Course Components	Percentage
Exams:	
Four (5)-unit exams and one (1) comprehensive final	80
ATI Fundamentals exams	5
ATI Nutrition exam	5
Assignments:	
Five (5) Prep-U	5
Five (5) ATI Modules	5

ALL ABOVE COURSE COMPONENTS ARE MANDATORY AND MUST BE COMPLETED TO RECEIVE A GRADE

Grading Scale

A = 89.5-100

B = 80.5-89.49

C = 74.5-80.49

D = 69.5-74.49

F = 69.49 or below

All course components must be completed to receive full credit for the course. If any components are omitted or not completed, the student's grade may result in an incomplete or a failure.

Course components will be considered late if submitted after the deadline identified in the course content found in blackboard. Assignments may be submitted up to three days late with a ten-point deduction per day. After three days, a zero will be placed in the gradebook, but the assignment must still be completed.

For example: If an assignment is due at 0830 Monday morning, at 0831, it is a 10-point deduction. If this same assignment were to be submitted on Tuesday at 0831 it is now a 20-point deduction.

This course must be taken as a co-requisite to RNSG 1218, RNSG 1226, and RNSG 2160. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester.

All submitted assignments, documents, and/or other material must be submitted in a MS word document or PDF format. Refer to blackboard assignments for instructions on which format to use.

No extra credit will be offered.

Rounding of Final Grade:

Rounding of grades will only occur after all calculations leading to the final result are completed. Therefore, rounding grades for individual assignments is not an accepted practice. Rounding will be calculated using the "five-up" rule, allowing for decimal numbers that meet or exceed the halfway point between two values to be rounded up to the larger value. For example, a grade of 89.5 equals an A, whereas a grade of 89.49 equals a B. Therefore, faculty, prior to the awarding of final course grades, shall ensure gradebook software in a course is in alignment with this policy.

Remediation/Success Program:

Students who are unable to satisfactorily meet course requirements, course standards, objectives, such as failure of a skill check-off, may be referred for remediation. Students can self-refer or be referred by faculty for reasons other than unsatisfactory scores to enhance student success in the program.

Course Components:

- **Unit Exams**

Five (5) Unit exams and one (1) comprehensive final will consist of questions divided among the lecture content as determined by the faculty. Each question is allotted 1.5 minutes of test time. Refer to the course calendar for dates and times.

Items for Exam Days: Recommend laptop and Pen/Pencil.

Missed Exams

Makeup Exams: In the event that a student is unable to take an exam on the scheduled date, a makeup exam may be offered at the faculty's discretion and must be taken within the week upon their return to class. **However, please note that up to 25% of the test items may be changed to alternate format items, which may include fill-in-the-blank, NextGen case studies, and essay questions.** The faculty will determine date, time, place, and type of make-up exam.

Exam Review

Test reviews will be conducted after all students have completed the exam and item analysis has been completed. Students may request a one-on-one with instructors to review exams.

- **ATI Fundamentals**

RN Fundamentals 2026 Practice Assessment 5 points	
Complete Practice Assessment A	Complete Practice Assessment B
All above components must be completed to receive a total of 5 points. No partial credit will be awarded. One point per day will be deducted up to three days. After three days no points will be awarded.	

****Fundamentals Proctored Assessment**

Level 3 = 5 points	Level 2 = 4 points	Level 1 = 3 points	Below Level 1 = 2 points
**Fundamentals Proctored Assessment may be retaken with the higher of the two levels achieved factoring into the points. No partial credit will be awarded.			
10/10 points = 100	9/10 points = 90	8/10 points = 80	7/10 points = 70

It is highly recommended to complete the *focus review* and *post study quiz* for practice A, practice B, and the *proctored assessment*. Depending on your score, you may not be assigned a *post study quiz*.

- **ATI Nutrition**

• RN Nutrition 2026 Assessment • 5 points	
Complete Practice Assessment A	Complete Practice Assessment B
All above components must be completed to receive a total of 5 points. No partial credit will be awarded. One point per day will be deducted up to three days. After three days no points will be awarded.	

**Nutrition Proctored Assessment			
Level 3 = 5 points	Level 2 = 4 points	Level 1 = 3 points	Below Level 1 = 2 points
**Nutrition Proctored Assessment may be retaken with the higher of the two levels achieved factoring into the points. No partial credit will be awarded.			
10/10 points = 100	9/10 points = 90	8/10 points = 80	7/10 points = 70

It is highly recommended to complete the *focus review* and *post study quiz* for practice A, practice B, and the *proctored assessment*. Depending on your score, you may not be assigned a *post study quiz*.

- **Prep-U's**

Five (5) Prep-U mastery level quizzes have been assigned. All quizzes have been set to a mastery level of 6. You must reach the mastery level of 6 by the due date to receive credit. Assignments with a mastery level of 6 may be submitted up to three days late with a ten-point deduction per day. After three days, a zero will be placed in the gradebook, but the assignment must still be completed. No partial credit will be given.

Students will need to join the course in "the Point" found under *Hinkle and Cheever: Textbook of Medical Surgical Nursing*. Enter class code 245MIA26JWZ

Students will need to join the course in "the Point" found under *Ricci, Kyle & Carman, Maternity and Pediatric Nursing*. Enter class code: 245MVM71U3Z

Students will need to join the course in "the Point" found under *Videbeck: Psychiatric-Mental Health Nursing Tenth edition*. Enter class code: 245MS4G37T

- **ATI Modules**

Five (5) ATI Modules have been assigned. These modules are to be completed prior to the lecture content that will be covered for each unit. They must be completed by the due dates found in your course calendar. The first attempt grade from each module's test will be posted in the grade book. Assignments may be submitted up to three days late with a ten-point deduction per day. After three days, a zero will be placed in the gradebook, but the assignment must still be completed. No partial credit will be given.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. September 8, 2026. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Faculty Office Hours and Communication Expectations:

Paris Junior College Nursing Faculty office hours are on non-clinical days. Appointments are recommended with assigned faculty.

Voice and email communication will be acknowledged by assigned faculty within 36 hours during their designated office hours. Students should acknowledge voice and email communication within 36 hours of receipt.

PJC Dragon email is the official form of written communication between a faculty member and a student. Class wide announcements are uploaded in Blackboard. Course specific questions and/or concerns may be directed to the course lead. Utilizing the chain of command, any unresolved issues can be addressed with the Assistant Director of Nursing, then the Director of Nursing.

Additional Course Faculty:

Kelly Merritt, MSN, APRN, FNP-C
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0766
Office: 1032
Email: kmerritt@parisjc.edu

Ashley Moss, MSN, RN

Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0746
Office: 1038
Email: amoss@parisjc.edu

Kelli Rial, MSN, RN, CNEcl
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0751
Office: 1042
Email: krial@parisjc.edu

Kimberly Vice, MSN-ed, RN
Instructor: Classroom/Simulation
Office Phone Number: 903-782-0730
Office 1036
Email: kvice@parisjc.edu

Director of Nursing:

Dwana Hollidai, MBA, BSN, BS, RN
Office Phone: 903-782-0758
Office:1008
Email: dhollidai@parisjc.edu

Assistant Director of Nursing

Brad Bolton, BSN, RN, EMT-P
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0754
Office:1004
Email: bbolton@parisjc.edu

Class Attendance:

Regular attendance is mandatory for success in the Associate Nursing Program.

Attendance related definitions:

1. Tardy = Arriving to or leaving class/clinical 30 minutes or less
2. Absence = Arriving or leaving class/clinical 30 minutes or more

Refer to the *PJC Nursing Student Handbook* for the attendance policy, found in the 2026-2027 ADN cohort blackboard page.

Withdrawal from a course:

The student must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is November 12, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI):

Tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal,

State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below:
Class announcement and student Email

PJC IT Checklist:

Please review checklist prior to first day of lecture and set up multi-factor authentication(MFA)
<https://www.parisjc.edu/technology/pjc-it-checklist.php>

PJC Help Desk:

techsupport@parisjc.edu

903-782-0496

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8/27/26	Unit 1	Role Transition Lecture
9/3/26	Unit 1	Role Transition Lecture
9/10/26	Unit 1, Unit 2	Exam 1, Fluid and Electrolyte Lecture
9/17/26	Unit 2	Fluid and Electrolyte Lecture
9/24/26	Unit 2	Fluid and Electrolyte Lecture
10/1/26	Unit 2, Unit 3	Exam 2, GI/ Hepatic Lecture
10/8/26,	Unit 3	GI/Hepatic Lecture
10/15/26	Unit 3	GI/Hepatic Lecture
10/22/26	Unit 3, Unit 4	Exam 3, Integumentary Lecture
10/29/26	Unit 4	Nutrition Lecture
11/5/26	Unit 4, Unit5	Exam 4, Respiratory Lecture
11/12/26	Unit 5	Respiratory Lecture
11/19/26	Unit 5	Exam 5
12/3/26	Exams	ATI Fundamental and ATI Nutrition Exams
12/7/26	Final Exam	Comprehensive Final

RNSG 2160
Clinical-Registered Nursing/Registered Nurse
Fall 2026

Instructor: Kelly Merritt, MSN, APRN, FNP-C

Office: WTC 1032

Phone: 903-782-0766

Email: kmerritt@parisjc.edu

Office Hours: Wednesday 0800-1700. See door schedule for additional office availability.

Meeting Location: Clinical Sites

Meeting Days: To be announced

Meeting Times: To be announced

Course Description:

A health-related work-based learning experience enabling the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course lends itself to a concept-based approach.

1 semester credit hour, 0 Didactic, 6 Clinical hours

Co-requisites include: RNSG 1218, RNSG 1226, and RNSG 1324.

TSI Compliant in Math, Reading and Writing required for degree conferral.

Required Textbook(s) and Materials:

Fall 2026:

Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing 16th ed. ISBN: 9781975221133

Lippincott CoursePoint+ Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing 5th ed. ISBN: 9781975246211

Lippincott CoursePoint+ for Videbeck: Psychiatric-Mental Health Nursing, 10th ed. ISBN: 9781975274771

Nursing Central (n.d.). Nursing central clinical and drug resource. Nursing Central. Digital Resource.

Spring 2027:

No additional textbooks required for Spring

Summer 2027:

No additional textbooks required for Summer

Recommended:

Silvestri, Linda (2022) Saunders Comprehensive Review for NCLEX-RN, (9th ed.), Elsevier-Saunders, ISBN: 9780323795307

Curren, A.M., (2020) Dimensional Analysis for Meds, (any edition), Delmar Cengage Learning.

ISBN: 9781284248623

Course Goals and Objectives:**Course Student Learning Outcomes:**

- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. (EPSLO #1,2,3,4,7)
- Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and business/industry. (EPSLO #1,4,5,6,7)

End-of-Program Student Learning Outcomes:

1. Provide safe, compassionate, and patient-centered nursing care to individuals, families, and communities across the lifespan, incorporating cultural, developmental, and ethical considerations.
2. Apply clinical judgment and clinical reasoning to assess, plan, implement, and evaluate nursing care that promotes optimal patient outcomes in a variety of healthcare settings.
3. Integrate evidence-based practice, clinical guidelines, and nursing standards into decision-making to deliver high-quality, effective nursing care.
4. Demonstrate professional integrity, ethical practice, accountability, and legal compliance consistent with the role of the entry-level professional nurse.
5. Communicate and collaborate effectively with patients, families, and interprofessional healthcare team members to support coordinated, patient-centered care.
6. Promote health, wellness, and disease prevention through patient education, advocacy, and community-based care that supports the well-being of diverse populations.
7. Use healthcare technology and informatics to accurately document, manage, and communicate patient information in support of safe and efficient care delivery.

Course Requirements and Evaluation:

Evaluation will be based on techniques designed to determine if course objectives are met.

These measures include:

Course Components	Percentage
Total Patient Care Reflections/Evaluations (1 packet per patient during TPC days)	80
Specialty Area Clinical Reflections	20

ALL ABOVE COURSE COMPONENTS ARE MANDATORY AND MUST BE COMPLETED TO RECEIVE A GRADE

Grading Scale

A = 89.5-100
B = 80.5-89.49
C = 74.5-80.49
D = 69.5-74.49
F = 69.49 or below

All course components must be completed to receive full credit for the course. If any components are omitted or not completed, the student's grade may result in an incomplete or a failure.

Course components will be considered late if submitted after the deadline identified in the course content found in blackboard. Assignments may be submitted up to three days late with a ten-point deduction per day. After three days, a zero will be placed in the gradebook, but the assignment must still be completed.

For example: If an assignment is due at 0830 Monday morning, at 0831, it is a 10-point deduction. If this same assignment were to be submitted on Tuesday at 0831 it is now a 20-point deduction.

This course must be taken as a co-requisite to RNSG 1218, RNSG 1226, and RNSG 1324. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester.

All submitted assignments, documents, and/or other material must be submitted in a MS word document or PDF format. If the student is absent the day an assignment is due, it must be submitted in Blackboard to receive full points. Refer to Blackboard assignments for instructions on which format to use.

NO EXTRA CREDIT WILL BE OFFERED.

Rounding of Final Grade:

Rounding of grades will only occur after all calculations leading to the final result are completed. Therefore, rounding grades for individual assignments is not an accepted practice. Rounding will be calculated using the “five-up” rule, allowing for decimal numbers that meet or exceed the halfway point between two values to be rounded up to the larger value. For example, a grade of 89.5 equals an A, whereas a grade of 89.49 equals a B. Therefore, faculty, prior to the awarding of final course grades, shall ensure gradebook software in a course is in alignment with this policy.

Remediation/Success Program

Students who are unable to satisfactorily meet course requirements, course standards, objectives, such as failure of a skill check-off, may be referred for remediation. Students can self-refer or be referred by faculty for reasons other than unsatisfactory scores to enhance student success in the program.

Course Components:

- **Total Patient Care (TPC) Clinical Reflections Packet/Evaluation**

The student will complete one TPC packet for each patient assigned on their TPC day. Students must complete all required documentation for each TPC clinical day and reflect on 4 TPC days on the required TPC Clinical Day Evaluation Tool. The grading criteria for each TPC day can be found on the tool. Assignment instructions can be found on Blackboard under the Clinical Instructions/Paperwork tab. TPC Clinical Documentation and Reflections are due on Thursday morning at 8:30 to the clinical instructor. Templates for required clinical paperwork and reflections can be found on Blackboard under Clinical Instructions/Paperwork tab.

- **Specialty Area Clinical Reflections**

Students will complete a Specialty Area Reflection for each clinical day spent in a specialty area. An example of this may include a clinical day in Wound Care or ICU. Specialty Area Reflections will be due on Thursday morning at 8:30 and submitted in Blackboard under Specialty Area Assignment tab. Please refer to the Clinical Instructions/Paperwork tab in Blackboard for clinical specialty area reflections template.

- **Skills and Clinical Objectives**

Skills objectives are tasks that students are required to perform during clinical to gain experience that will further their nursing practice. Skills objectives are to be completed throughout the entire year; however, they are turned in at the end of each semester. In

contrast, clinical objectives are to be completed entirely in one semester. See Blackboard for further instructions and due dates.

- **Additional Total Patient Care Days**

Students who are not performing at the expected level in the clinical setting may be assigned additional total patient care days in lieu of specialty area clinical rotations. Students who demonstrate unsatisfactory performance may include characteristics such as (but are not limited to) the inability to perform skills, the inability to apply and identify basic principles of patient care, disorganization/lack of time management, focusing on self instead of patient, or is found to be unsafe. Students who are assigned additional total patient care days may also move clinical groups and clinical sites for further evaluation by nursing faculty.

Students who are required to complete additional total patient care days will receive a new grading scale based on the new number of total patient care days in addition to being placed on a performance improvement plan and/or probation.

- **Dosage Calculation Exam**

Students must score 100% on the Math Exam by the third attempt in order to administer medications at clinical.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on September 8, 2026. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence, including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Voice and email communication will be acknowledged by assigned faculty within 36 hours during their designated office hours. Students are expected to acknowledge voice and email communication within 36 hours of receipt.

General announcements that apply to the entire class will be uploaded in Blackboard. The same expectation applies to reading Blackboard announcements as applies to reading PJC emails.

Paris Junior College Nursing Faculty office hours are on non-clinical days. Appointments are recommended with assigned faculty.

Course specific questions and/or concerns may be directed to the course lead. Utilizing the chain of command, any unresolved issues can be addressed with the Assistant Director of Nursing, then the Director of Nursing.

Additional Course Faculty:

Rebecca Scott, MSN, RN, CCRN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0246
Office: 1044
Email: rscott@parisjc.edu

Ashley Moss, MSN, RN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0746
Office: 1038
Email: amoss@parisjc.edu

Kimberly Vice, MSN-ed, RN
Instructor: Classroom/Simulation
Office Phone: 903-782-0730
Office: 1036
Email: kvice@parisjc.edu

Kelly Rial, MSN, RN, CNEcl
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0751
Office: 1042
Email: krial@parisjc.edu

Director of Nursing:

Dwana Hollidai, MBA, BSN, BS, RN

Office Phone: 903-782-0758

Office:1008

Email: dhollidai@parisjc.edu

Assistant Director of Nursing

Brad Bolton, BSN, RN, EMT-P

Office Phone: 903-782-0754

Office:1004

Email: bbolton@parisjc.edu

Class Attendance:

Regular attendance is mandatory for success in the Associate Degree Nursing Program.

Attendance related definitions:

1. Tardy= Arriving to or leaving class/clinical 30 minutes or less
2. Absence= Arriving or leaving class/clinical 30 minutes or more

Students arriving more than 30 minutes late will not be allowed to attend the clinical day and will be required to make up clinical hours.

If unable to attend lab or clinical, notify faculty prior to scheduled lab or clinical via faculty email.

Students who report to clinical after working a night shift will be sent home and will receive an unexcused absence for that clinical day.

Refer to the *PJC Nursing Student Handbook* for the attendance policy, found in the 2026-2027 ADN cohort blackboard page.

Withdraw from a Course:

The student must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is November 12, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Class announcement and student Email

PJC IT Checklist:

Please review checklist prior to first day of lecture and set up multi-factor authentication (MFA)
<https://www.parisjc.edu/technology/pjc-it-checklistphp>

PJC Help Desk:

techsupport@parisjc.edu

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
9/28/2026	Hospital clinical	
9/29/2026	Hospital clinical	
10/05/2026	Hospital clinical	
10/06/2026	Hospital clinical	
10/12/2026	Hospital clinical	
10/13/2026	Hospital clinical	
10/19/2026	Hospital clinical	
10/20/2026	Hospital clinical	
10/26/2026	Hospital clinical	
10/27/2026	Hospital clinical	
11/2/2026	Hospital clinical	
11/3/2026	Hospital clinical	
11/9/2026	Hospital clinical	
11/10/2026	Hospital clinical	
11/16/2026	Hospital clinical	
11/17/2026	Hospital clinical	

Course # Biol 1322
Nutrition and Diet Therapy
Fall 2026

Instructor: Angela Rouse
Office: RC CCA 313
PJC Email: arouse@parisjc.edu
RC Email: angela.rouse@rcisd.org

Meeting Location: RC CCA 313
Meeting Days: Monday - Friday
Meeting Times:
Office Hours: By appointment

Course Description:

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

Credits: SCH = 3 Lecture

Prerequisite(s): none

Course Materials

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and McGraw Hill via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will not need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. <https://www.parisjc.edu/main/business-office/>

Your required e-textbook and course materials for Biol 1322, Smith 12: Wardlaws Contemporary Nutrition ISBN#9781260790023. will be delivered digitally in your Blackboard Ultra course or via the URL provided by your instructor.

Course Goals and Objectives:

THECB Science Core Objectives:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level):

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Learning Outcomes Upon successful completion of this course, students will:

1. Apply nutritional knowledge to analyze personal dietary intakes, to plan nutritious meals using nationally established criteria to meet recommended goals, and to evaluate food labels and the validity of nutritional claims.
2. Trace the pathways and processes that occur in the body to handle nutrients and alcohol through consumption, digestion, absorption, transport, metabolism, storage and waste excretion.

3. Discuss functions, sources, deficiencies, and toxicities of macro- and micronutrients, including carbohydrates, lipids, proteins, water, vitamins, and minerals.
4. Apply the concept of energy balance and its influences at the physical, emotional, societal, and cellular level to evaluate advantages and disadvantages of various methods used to correct energy imbalances.
5. Utilize concepts of aerobic and anaerobic energy systems, and knowledge about macronutrients, vitamins, minerals, ergogenic, and supplements and relate them to fitness and health.
6. Describe health and disease issues related to nutrition throughout the life cycle, including food safety, corrective dietary modifications, and the influence of specific nutrients on diseases.

Course Requirements and Evaluation:

GRADING

Students will be given the following opportunities to demonstrate knowledge of class material. The course has a total of 1000 points.

Lecture Grades:

Exams: ***	400 points (4 exams; each exam is worth 100 points)
Comprehensive Final:	100 points (1)
Quizzes:***	200 points (11 quizzes; 20 points each, lowest quiz grade will be dropped)
Course Assignments:	200 points (12 assignments, 20 points each, lowest score will be dropped)
PJC SI/THECB Activities:	100 points (5 activities, 20 points each)

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

***Note: Quizzes may not be completed late. Quizzes are online and cannot be made up in the event of an absence but they may be taken off campus within the assigned window. There is one dropped quiz grade. Students must pre plan for exams. If you are absent on exam dates, arrangements should be made BEFORE missing the exam. Students are expected to schedule a tutorial time to make up missed exam prior to their absence. Failure to complete an exam according to these guidelines will result in an exam grade of zero.

Midterm Grade: PJC instructors are required to enter mid-term grades during the ninth week of the semester. Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Note: Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are turned in and they do not impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working for them. Please meet with your instructor if you have a concern about your grades at the mid-term.

Course Policies

Cell phone use will be restricted during class time in order to encourage active learning. Note taking is an important part of any college lecture course. Students are expected to engage in all parts of the lesson and provide feedback on their learning needs. Content quizzes will be given weekly in order to assess the topics and activities. Quizzes will be completed online and if you are absent, you must complete the quiz online before the availability window closes. Unless announced, quizzes will open when class begins and close at 4PM. Content quizzes build the exams. You may use your notes on the content quizzes but not on the exams. There will be 4 content exams and an additional comprehensive final exam. Exams are taken in class only. You may not retake or make up missed exams. YOU MUST COMMUNICATE AN ABSENCE

IN ADVANCE OF MISSING AN EXAM. Missed exams without prior communication will result in a zero and no opportunity for retake.

Class Attendance:

Class attendance is critical for the successful completion of this course. Excessive absences will be reported to PJC. Please pre-plan with your instructor if you are going to be absent and utilize your copy of the textbook when you miss notes and discussions. Withdrawals must be initiated by the student. Last day to drop course with a "W" is November 12, 2026.

Class Conduct:

Please turn off or silence all cell phones and headphones before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

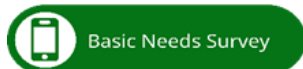
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

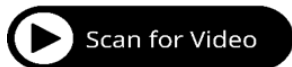
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



COURSE OUTLINE / CALENDAR

Course Schedule: class officially begins August 24 and ends December 11, 2026

Class Schedule: Class officially begins August 24 and ends December 11, 2020				
Week of	Week #	Content		Weekly grades
8/17	0	Ch 1	Food Choices and Health	Quiz 1 **Quizzes are on Fridays unless noted
8/24	1	Ch 2	Healthy Eating Pattern	HW Ch 2, Quiz 2
8/31*	2	Ch 3	Human Body	HW Ch 3, Quiz 3
9/7	3	SI/THECB Activity & Exam Week		SI/THECB Activity 1, Exam 1 **Exams are on Wednesdays unless noted
9/14	4	Ch 4	Carbs	HW Ch 4, Quiz 4
9/21*	5	Ch 5	Lipids	HW Ch 5, Quiz 5
9/28	6	Ch 6	Proteins	HW Ch 6, Quiz 6
10/5	7	SI/THECB Activity & Exam Week		SI/THECB Activity 2, Exam 2
10/12	RCHS FALL Break			
10/19*	9	Ch 7	Energy Balance	HW Ch 7, Quiz 7
10/26	10	Ch 8	Vitamins & Phytochemicals	HW Ch 8, Quiz 8
11/2	11	Ch 9	Water & Minerals	HW Ch 9, Quiz 9
11/9	12	SI/THECB Activity & Exam Week		SI/THECB Activity 3, Exam 3
11/16	13	14	Ch 10	HW Ch 10, Quiz 10
11/23	14	Thanksgiving		HW Ch 11
11/30	15	Ch 12	Protecting our food supply	Quiz 11 (11/30) Exam 4 (12/2), HW Ch 12
12/8	Week 16	Exam		Final exam (12/9/26)

*Last Day to Withdraw with a "W" is November 12, 2026

*NURA 1301.91B0
Nurse Aide for Health Care
Fall 2026*

Instructor: Kristi Shultz, RN
Office: WTC 1209
Phone: 903-782-0439
Email: kshultz@parisjc.edu
Office Hours: email to schedule appt.

Meeting Location: Royse City HS
Meeting Days: T/TH
Meeting Times: 8:15am-9:42am

Course Description:

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social service's needs.

Credits: 3.3.0

Prerequisite(s): none

Required Textbook(s) and Materials:

Mosbey's Textbook for Long-Term Care Nursing Assistants 9th Edition
ISBN: 978-0-323-53073-6

Course Goals and Objectives:

At the completion of the course, the student will be able to discuss basic care of residents in a long-term care facility, communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs, discuss the rights of the residents, discuss safety and preventive measures in the care of residents, and demonstrate skills in observing and reporting, and function effectively as a member of the health care team.

Course Schedule:

Subject to change at the discretion of the instructor

Week 1-4- Chapter 1, 2,3,4,5,6,7,10,&46, Week 1-4 Chapter 11,12,14,15,16,17,24,31,32 and 44

Week 5-8 Chapters 18, 18,20, 22, 23,29, 39 and 40, Chapters 13, 27, 30, 42, 45 and final exam

All exams will be taken through blackboard on your own.

Course Requirements and Evaluation: *Homework assignments, quizzes, final exam and lab skills*

Grading Criteria

In order to pass MDCA 1309.200, the student must achieve a final average grade of 70 or higher. The average of the quizzes will be 70% of the final grade and the final exam will be 30%.

Course Policies

The certified nurse aide training consists of three sections 1. Classroom/skills, 2. Clinical, 3. State exam. The student must successfully complete each section in order to progress to the next section. The classroom/lab experience must be completed with a satisfactory grade of 70 or higher prior to advancing to the clinical experience.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Oct. 1, 2026*

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

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ADA Statement

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Official Student Email Policy

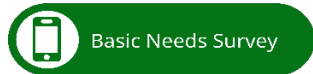
Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Syllabus Subject to Change

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Course schedule:

Week 1-4- Chapter 1, 2,3,4,5,6,7,10,&46, Week 1-4 Chapter 11,12,14,15,16,17,24,31,32 and 44

Week 5-8 Chapters 18, 18,20, 22, 23,29, 39 and 40, Chapters 13, 27, 30, 42, 45 and final exam

*NURA 1260.91C0
Nurse Aide for Health Care
Fall 2026*

Instructor: Kristi Shultz, RN
Office: WTC 1209
Phone: 903-782-0439
Email: kshultz@parisjc.edu
Office Hours: email to schedule appt.

Meeting Location: Royse City HS
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Course Description:

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social service's needs.

Credits: 3.3.0

Prerequisite(s): none

Required Textbook(s) and Materials:

Mosbey's Textbook for Long-Term Care Nursing Assistants 9th Edition
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Course Goals and Objectives:

At the completion of the course, the student will be able to discuss basic care of residents in a long-term care facility, communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs, discuss the rights of the residents, discuss safety and preventive measures in the care of residents, and demonstrate skills in observing and reporting, and function effectively as a member of the health care team.

Course Schedule:

Subject to change at the discretion of the instructor

Nursing Home clinicals at Royse City Medical Lodge

Course Requirements and Evaluation: *Hands on clinical experience*

Grading Criteria

Completion of 40 hours of clinical in the LTC facility

Course Policies

The certified nurse aide training consists of three sections 1. Classroom/skills, 2. Clinical, 3. State exam. The student must successfully complete each section in order to progress to the next section. The classroom/lab experience must be completed with a satisfactory grade of 70 or higher prior to advancing to the clinical experience.

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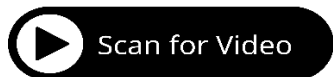
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Course schedule:

Clinical experience at Royse City Medical Lodge

Course # IRWS 0301.10H0
Integrated Reading and Writing
Fall 2026, Flex A

Instructor: Susan H. Sanchez
Office: LRC 115
Phone: 903-782-0424
Email: ssanchez@parisjc.edu
Office Hours: 2:00-5:00pm M-Th

Meeting Location: MS 112
Meeting Days: MW
Meeting Times: 11:00am-12:15pm

Course Description:

This is a basic developmental course providing integrated reading and writing instruction to prepare students for college writing and reading. Students are placed into the course by test scores. The course may not be used to fulfill degree requirements (catalog).

Integration of critical reading and academic writing skills. Successful completion of this course, if taught at the upper level, fulfills TSI requirements for reading and/or writing.

Credits: 3 Credit Hours, 3 hours of class each week

TSI Requirement: 338 or below, Essay 2 or below

Prerequisite: None

Required Textbook(s) and Materials:

NA

Course Goals and Objectives:

1. Locate explicit textual information, draw complex inferences, and analyze and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of Standard English in reading and writing.

Course Requirements and Evaluation:

Grades will be determined by your writing, along with grammar exercises and readings. The course will include brief reading and writing assignments along with grammar instruction. Expect to read and write every meeting. Grammar exercises will also be part of most meetings.

Week 1: Course Introduction and Baseline Assessment

Week 2: Reading, Writing, Grammar

Week 3: Reading, Writing, Grammar

Week 4: Reading, Writing, Grammar

Week 5: Reading, Writing, Grammar

Week 6: Reading, Writing, Grammar

Week 7: Reading, Writing, Grammar

Week 8: Final Exam

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

You are expected to be in class prior to the designated start time. Students are expected to complete course work in an honest manner, using their own intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with their instructor. Some writing will be done in class, so bring a pen and paper. All essays done out of class must be typed following MLA format (12-point font, Times New Roman), and will not be accepted in any other form. You can reference the Purdue OWL for further assistance in this regard. Late work may be penalized or not accepted. Plagiarism will result in a zero.

Class Attendance:

Class attendance is critical for the successful completion of this course. If you are absent, it will be your responsibility to catch up before the next class. The expectation is that you will be in class prepared to work. Late essays, if accepted, will be penalized. **The last day for a student to withdraw from a course with a grade of "W" is October 1, 2026.**

Class Conduct:

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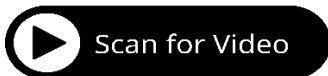
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8/24	Thesis Statement, Commas	Reading, Grammar, Journaling
8/26	Thesis Statement, Commas	Reading, Grammar, Journaling
8/31	Clauses and Phrases	Reading, Grammar, Journaling
9/2	Clauses and Phrases	Reading, Grammar, Journaling
9/7	Labor Day Holiday	No class
9/9	Subject/Verb Agreement, Paragraph	Reading, Grammar, Journaling, Essay
9/14	Subject/Verb Agreement, Paragraph	Reading, Grammar, Journaling, Essay
9/16	Subject/Verb Agreement, Paragraph	Reading, Grammar, Journaling, Essay
9/21	Homonyms	Reading, Grammar, Journaling, Essay
9/23	Homonyms	Reading, Grammar, Journaling, Essay
9/28	Homonyms	Reading, Grammar, Journaling, Essay
9/30	Homonyms	Reading, Grammar, Journaling, Essay
10/5	Homonyms	Reading, Grammar, Journaling, Essay
10/7	Homonyms	Reading, Grammar, Journaling, Essay
10/12	Final exam	
10/14	Completion of all work	

Sociology 1301.20E0 Course Syllabus
Introduction to Sociology (online)
Fall 2026, Subterm A

Instructor: Jon Rutherford B.S., M.S.

Meeting Location: online

Meeting Days: online

Meeting Times: online

Email: jrutherford@parisjc.edu

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Description:

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

Students who successfully complete this course will receive 3 college credits. Students are required to be 'reading complete', with a minimum score of 351 on the TSI exam.

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the Dragon Now, PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and Pearson via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will NOT need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. You may contact the Business Office at

<https://www.parisjc.edu/main/business-office/>

Your required e-textbook and course materials for Sociology 1301.20E0, Society: The Basics (Sixteenth Edition), will be delivered digitally in your Blackboard Ultra course provided by your instructor.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Goals and Objectives:

After successful completion of SOCI 1301, the student will exhibit an understanding of sociology through the identification of the sociological perspective, including sociological theories. And, students will possess an understanding of the origins of sociology.

By the end of the course, the student will be able to demonstrate familiarity with sociological views on the following social institutions and processes:

- Culture
- Socialization
- Groups and organizations
- Deviance
- Social stratification and its ramifications
- Sex and gender
- Race and ethnicity
- Economics and politics

- Family and religion
- Education and medicine
- Population and Urbanization
- The environment
- Social change

Course Competencies:

- SOCI 1301 will assist students in the development of the following competencies:
- To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
- To use and critique alternative explanatory systems or theories.
- To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
- To identify and understand differences and commonalities within diverse cultures.
- To analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
- To examine social institutions and processes across a range of historical periods, social structures, and cultures.

Course Requirements and Evaluation:

Students who successfully complete this course should be able to:

1. Define sociology. Discuss the sociological perspective, as well as what is meant by sociological imagination. Discuss the major theories within the field, and develop a basic understanding of how social research is conducted by sociologists.
2. Define culture and discuss its various components.
3. Discuss the socialization process from infancy to old age.
4. Describe the elements of social structure and interaction.
5. Describe the dynamics and characteristics of social groups.
6. Discuss the impact of formal organizations in society as well as the components of modern day bureaucracy; discuss what is meant by the phrase 'McDonaldization of Society.'
7. Define and discuss deviance, the major theories of deviance, and the relative nature of deviance.

8. Understand stratification, and the similarities and differences among the various strata in this country. In addition, understand how sociologists determine social class ranking.
9. Discuss how race/ethnicity and gender impact the life chances of the individual in society.
10. Discuss the major theorists within the discipline; discuss sociology's emergence in the socio-historical context.
11. Discuss major trends within the modern family; discuss the sociological functions of the family, as well as conflict and interactionist analyses of the family as an institution.
12. Discuss the various stages of family life.
13. Discuss the impact of class, race, and gender on family life.
14. Discuss the various problems and issues associated with the family.
15. Discuss sexuality from a sociological point of view..
16. Discuss how each of the three theoretical orientations in sociology analyze sex and sexuality.
17. Discuss major demographic trends in the United States and abroad.
18. Discuss the process of urbanization, and its impact on cities, suburbia, and rural areas.
19. Discuss urbanism as a way of life, paying particular attention to the scholarly contributions of Ferdinand Tönnies, Emile Durkheim, George Simmel, and Robert Park.

Grading Policy:

Students' grades will be determined based on the following point scale:

540-600 points—A

480-539 points—B

420-479 points—C

360-420 points—D

Below 360 points—F

Testing Policy:

Students will be required to take 4 exams worth 100 possible points each. Students are allowed to complete major exams on their home computer. Each exam has 100 multiple choice questions, and 120 minutes are allowed to complete the test. Students are allowed 2 attempts per exam. If you complete a major unit exam, and if you aren't satisfied with the score, you have the option of taking it again. If you choose to take the exam twice, the highest of the two scores becomes the test grade. Also, it is worth noting that each test consists of randomized questions from a test bank; as such, if you take the same exam twice, it will cover the same content, but the questions will be different.

Exam Schedule:

All 4 major unit exams will open at 8 am on the first class day, August 24. These exams will remain open until 11:59 pm central standard time, October 13.

Calculation of grades: The maximum number of points that a student can earn in this course is 600. Students are required to complete 4 major unit exams worth 100 points each (400 possible). Also, students are required to complete 10 substantive postings for the balance of the semester, worth 10 points each (100 possible). Last, students are required to complete 10 chapter quizzes, worth 10 points each (100 possible). See the scale above for a breakdown of grades.

Class Attendance and Conduct Policy

1. Academic Integrity

Honesty and Fairness:

- Complete all academic work truthfully and submit only your own work.
- Avoid plagiarism, cheating, fabrication, or any form of academic dishonesty. Academic dishonesty is defined in Policy FLB(LOCAL).

Proper Attribution:

- Credit all courses appropriately in written, visual, or digital work and on all academic assignments.

Responsibility:

- Report any suspected violations of academic integrity to the appropriate authorities.
- Obey all classroom rules and instructions from faculty.
- Respectful behavior.

2. Interpersonal Respect

Respect for Others:

- Treat all peers, faculty, and staff with dignity, courtesy, and respect.
- Avoid any form of harassment, bullying, or discriminatory behavior.

Conflict Resolution:

- Address disagreements constructively.
- Seek mediation from faculty or administration when needed.

3. Personal Responsibility and Accountability

Attendance and Participation:

- Attend classes regularly, arrive on time, and participate actively.

Behavior on Campus:

- Follow all campus policies regarding conduct, facilities use, and participation in campus life.
- Exercise expressive activities in accordance with applicable law and PJC policies.

Accountability:

- Accept responsibility for your personal actions and decisions.
- Be open to feedback and willing to make changes when necessary.

4. Professional Conduct

Appropriate Communication:

- Use respectful and professional language in all forms of communication, including emails, social media, and in-person interactions.

Ethical Use of Technology:

- Use campus technology and online platforms responsibly and in accordance with college policies.

Representation:

- Represent yourself and the college with integrity in all public and professional settings.

5. Community Engagement and Safety

Safe Environment:

- Contribute to a campus atmosphere that is safe, welcoming, and free from any form of violence or intimidation.

Substance Use and Health:

- Abide by campus regulations regarding alcohol, drugs, and other substances.
- Prioritize your physical and mental health and seek help when needed.

Gang-Free Zone

College District property and surrounding areas are designated gang-free zones under Texas law. Certain criminal offenses committed within these areas may result in enhanced penalties.

Reporting Concerns:

- If you witness or experience behavior that undermines the community's values, report it to the appropriate authorities.

6. Compliance with Institutional Policies

Adherence to Rules:

- Follow all institutional policies, including those not explicitly covered in this code (e.g., safety protocols, housing regulations, etc.).

Consequences:

- Understand that violations of this code may lead to disciplinary actions, including reprimand, probation, suspension, or expulsion.
- The College may also impose temporary restrictions or interim suspension when necessary to protect safety or maintain order pending completion of the disciplinary process.

Due Process:

- Expect that reports of misconduct will be reviewed thoroughly, fairly, and confidentially.
- Students will be given notice, an opportunity to respond, and access to the appropriate appeal process.

7. Commitment to Continuous Improvement

Self-Development:

- Strive for continuous personal and academic growth.

- Engage in opportunities for leadership, community service, and self-improvement.

Feedback and Participation:

- Participate in evaluations and discussions aimed at enhancing campus policies and the overall student experience.

Conclusion

By adhering to PJC's Code of Conduct, students help maintain a vibrant, respectful, and dynamic learning environment. PJC's collective commitment to these principles ensures that everyone can benefit from a supportive and high-achieving academic community.

For questions or clarification about this Code, contact:

Director of Student Life

✉ StudentLife@parisjc.edu

☎ 903-782-0433

Link to the student handbook: <https://www.parisjc.edu/academics/catalog/about-handbook.php>.

Attendance

Attendance will be monitored in this class by access logs. As the instructor for this course I can see the date that you access our course via blackboard. You CAN NOT expect to do well in this class without attending class, doing the required homework (mostly the reading assignments), and participating in the various assignments.

Important You are required by Texas Law to log on to this course, and complete the syllabus quiz, by the official reporting day (ORD), August 31, or you will be dropped from the course. Just as a point of clarification here: you are required to complete the aforementioned syllabus quiz by 11:59 pm August 31.

Attendance, in this class, will be reported to a college data base, once a week.

The last day for a student to withdraw from a course with a grade of 'W' is Thursday, October 1, 2026.

Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Important note: Check the 'Start Here' tab regularly. Here, you will find an updated summary of assignments and course activity expectations.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

Artificial intelligence (AI)

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

Weekly Schedule

The course is organized into four instructional modules. Each module opens on the date listed below. Chapters, discussions, quizzes, and exams become available on the first class day, and continue to be available until the last class day, which is May 27. Please DO NOT wait until the very end to do all of the work.

Module	Module Title	Chapters	Module Opens	Assignments Due
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Module 1	Sociology, Theory, and Culture	Chapters 1 and 2	August 24	September 2
		Module 1 Exam	August 24	September 2
Module 2	Socialization, Social Interaction, Groups, and Organizations	Chapters 3, 4, and 6	August 24	September 17
		Module 2 Exam	August 24	September 17
Module 3	Deviance, Social Stratification, and Gender Stratification	Chapters 8, 9, and 11	August 24	October 2
		Module 3 Exam (7-day window)	August 24	October 2
Module 4	Race, Ethnicity, Family, and Religion	Chapters 12 and 14	August 24	October 11
		Final Exam (7-day window)	August 24	October 11

Note: The final exam is not comprehensive.

This syllabus is subject to change, at any time. In the event of a change, the instructor will announce the change in an email through the Blackboard operating system.

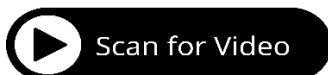
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Sociology 1301.20E0 Course Syllabus
Introduction to Sociology (online)
Fall 2026, Subterm A

Instructor: Mayra Camacho Cummings B.A., M.S., M.S.

Meeting Location: Online

Meeting Days: Online

Meeting Times: Online

Email: mcummings@parisjc.edu

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Description:

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

Students who successfully complete this course will receive 3 college credits. Students are required to be 'reading complete', with a minimum score of 351 on the TSI exam.

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the Dragon Now, PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and Pearson via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will NOT need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. You may contact the Business Office at

<https://www.parisjc.edu/main/business-office/>

Your required e-textbook and course materials for Sociology 1301.20D0, Society: The Basics (Sixteenth Edition), will be delivered digitally in your Blackboard Ultra course provided by your instructor.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on Wednesday. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Goals and Objectives:

After successful completion of SOCI 1301, the student will exhibit an understanding of sociology through the identification of the sociological perspective, including sociological theories. And, students will possess an understanding of the origins of sociology.

By the end of the course, the student will be able to demonstrate familiarity with sociological views on the following social institutions and processes:

- Culture
- Socialization
- Groups and organizations
- Deviance
- Social stratification and its ramifications
- Sex and gender
- Race and ethnicity
- Economics and politics
- Family and religion

- Education and medicine
- Population and Urbanization
- The environment
- Social change

Course Competencies:

- SOCI 1301 will assist students in the development of the following competencies:
- To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
- To use and critique alternative explanatory systems or theories.
- To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
- To identify and understand differences and commonalities within diverse cultures.
- To analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
- To examine social institutions and processes across a range of historical periods, social structures, and cultures.

Course Requirements and Evaluation:

Students who successfully complete this course should be able to:

1. Define sociology. Discuss the sociological perspective, as well as what is meant by sociological imagination. Discuss the major theories within the field, and develop a basic understanding of how social research is conducted by sociologists.
2. Define culture and discuss its various components.
3. Discuss the socialization process from infancy to old age.
4. Describe the elements of social structure and interaction.
5. Describe the dynamics and characteristics of social groups.
6. Discuss the impact of formal organizations in society as well as the components of modern day bureaucracy; discuss what is meant by the phrase 'McDonaldization of Society.'
7. Define and discuss deviance, the major theories of deviance, and the relative nature of deviance.

8. Understand stratification, and the similarities and differences among the various strata in this country. In addition, understand how sociologists determine social class ranking.
9. Discuss how race/ethnicity and gender impact the life chances of the individual in society.
10. Discuss the major theorists within the discipline; discuss sociology's emergence in the socio-historical context.
11. Discuss major trends within the modern family; discuss the sociological functions of the family, as well as conflict and interactionist analyses of the family as an institution.
12. Discuss the various stages of family life.
13. Discuss the impact of class, race, and gender on family life.
14. Discuss the various problems and issues associated with the family.
15. Discuss sexuality from a sociological point of view..
16. Discuss how each of the three theoretical orientations in sociology analyze sex and sexuality.
17. Discuss major demographic trends in the United States and abroad.
18. Discuss the process of urbanization, and its impact on cities, suburbia, and rural areas.
19. Discuss urbanism as a way of life, paying particular attention to the scholarly contributions of Ferdinand Tönnies, Emile Durkheim, George Simmel, and Robert Park.

Grading Policy:

Students' grades will be determined based on the following point scale:

540-600 points—A

480-539 points—B

420-479 points—C

360-420 points—D

Below 360 points—F

Testing Policy:

Students will be required to take 4 exams worth 100 possible points each. Students are allowed to complete major exams on their home computer. Each exam has 100 multiple choice questions, and 120 minutes are allowed to complete the test. Students are allowed 2 attempts per exam. If you complete a major unit exam, and if you aren't satisfied with the score, you have the option of taking it again. If you choose to take the exam twice, the highest of the two scores becomes the test grade. Also, it is worth noting that each test consists of randomized questions from a test bank; as such, if you take the same exam twice, it will cover the same content, but the questions will be different.

Exam Schedule:

All 4 major unit exams will open at 8 am on the first class day, August 24. These exams will remain open until 11:59 pm central standard time, October 13.

Calculation of grades: The maximum number of points that a student can earn in this course is 600. Students are required to complete 4 major unit exams worth 100 points each (400 possible). Also, students are required to complete 10 substantive postings for the balance of the semester, worth 10 points each (100 possible). Last, students are required to complete 10 chapter quizzes, worth 10 points each (100 possible). See the scale above for a breakdown of grades.

Class Attendance and Conduct Policy**1. Academic Integrity***Honesty and Fairness:*

- Complete all academic work truthfully and submit only your own work.
- Avoid plagiarism, cheating, fabrication, or any form of academic dishonesty. Academic dishonesty is defined in Policy FLB(LOCAL).

Proper Attribution:

- Credit all courses appropriately in written, visual, or digital work and on all academic assignments.

Responsibility:

- Report any suspected violations of academic integrity to the appropriate authorities.
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2. Interpersonal Respect

Respect for Others:

- Treat all peers, faculty, and staff with dignity, courtesy, and respect.
- Avoid any form of harassment, bullying, or discriminatory behavior.

Conflict Resolution:

- Address disagreements constructively.
- Seek mediation from faculty or administration when needed.

3. Personal Responsibility and Accountability

Attendance and Participation:

- Attend classes regularly, arrive on time, and participate actively.

Behavior on Campus:

- Follow all campus policies regarding conduct, facilities use, and participation in campus life.
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- Accept responsibility for your personal actions and decisions.
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4. Professional Conduct

Appropriate Communication:

- Use respectful and professional language in all forms of communication, including emails, social media, and in-person interactions.

Ethical Use of Technology:

- Use campus technology and online platforms responsibly and in accordance with college policies.

Representation:

- Represent yourself and the college with integrity in all public and professional settings.

5. Community Engagement and Safety

Safe Environment:

- Contribute to a campus atmosphere that is safe, welcoming, and free from any form of violence or intimidation.

Substance Use and Health:

- Abide by campus regulations regarding alcohol, drugs, and other substances.
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Gang-Free Zone

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Reporting Concerns:

- If you witness or experience behavior that undermines the community's values, report it to the appropriate authorities.

6. Compliance with Institutional Policies

Adherence to Rules:

- Follow all institutional policies, including those not explicitly covered in this code (e.g., safety protocols, housing regulations, etc.).

Consequences:

- Understand that violations of this code may lead to disciplinary actions, including reprimand, probation, suspension, or expulsion.
- The College may also impose temporary restrictions or interim suspension when necessary to protect safety or maintain order pending completion of the disciplinary process.

Due Process:

- Expect that reports of misconduct will be reviewed thoroughly, fairly, and confidentially.
- Students will be given notice, an opportunity to respond, and access to the appropriate appeal process.

7. Commitment to Continuous Improvement

Self-Development:

- Strive for continuous personal and academic growth.

- Engage in opportunities for leadership, community service, and self-improvement.

Feedback and Participation:

- Participate in evaluations and discussions aimed at enhancing campus policies and the overall student experience.

Conclusion

By adhering to PJC's Code of Conduct, students help maintain a vibrant, respectful, and dynamic learning environment. PJC's collective commitment to these principles ensures that everyone can benefit from a supportive and high-achieving academic community.

For questions or clarification about this Code, contact:

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☎ 903-782-0433

Link to the student handbook: <https://www.parisjc.edu/academics/catalog/about-handbook.php>.

Attendance

Attendance will be monitored in this class by access logs. As the instructor for this course I can see the date that you access our course via blackboard. You CAN NOT expect to do well in this class without attending class, doing the required homework (mostly the reading assignments), and participating in the various assignments.

Important You are required by Texas Law to log on to this course, and complete the syllabus quiz, by the official reporting day (ORD), August 31, or you will be dropped from the course. Just as a point of clarification here: you are required to complete the aforementioned syllabus quiz by 11:59 pm August 31.

Attendance, in this class, will be reported to a college data base, once a week.

The last day for a student to withdraw from a course with a grade of 'W' is Thursday, October 1, 2026.

Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Important note: Check the 'Start Here' tab regularly. Here, you will find an updated summary of assignments and course activity expectations.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

Artificial intelligence (AI)

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

Weekly Schedule

The course is organized into four instructional modules. Each module opens on the date listed below. Chapters, discussions, quizzes, and exams become available on the first class day, and continue to be available until the last class day, which is May 27. Please DO NOT wait until the very end to do all of the work.

SOCI 13001 — 16-Week Course Schedule

Module	Module Title	Chapters	Module Opens	Assignments Due
Module 1	Sociology, Theory, and Culture	Chapter 1	August 24	September 1
		Chapter 2	August 24	September 8
		Module 1 Exam Chapters 1–2	August 24	September 15
Module 2	Socialization, Social Interaction, Groups, and Organizations	Chapter 3	September 16	September 22
		Chapter 4	September 16	September 29
		Chapter 6	September 16	October 6
		Module 2 Exam Chapters 3, 4, and 6	September 16	October 13
Module 3	Deviance, Social Stratification, and Gender Stratification	Chapter 8	October 14	October 20
		Chapter 9	October 14	October 27
		Chapter 11	October 14	November 3
		Module 3 Exam (7-day window) Chapters 8, 9, and 11	October 14	November 24
Module 4	Race, Ethnicity, Family, and Religion	Chapter 12	November 11	December 1

Module	Module Title	Chapters	Module Opens	Assignments Due
		Chapter 14	November 11	December 1
	Module 4 Quiz	Chapters 12 and 14	November 11	December 1
	Final Exam (7-day window)	Chapters 12 and 14	November 11	December 8

This syllabus is subject to change, at any time. In the event of a change, the instructor will announce the change in an email through the Blackboard operating system.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Intermediate Spanish I

SPAN 2311.10LO

SPAN 2311.40LO

SPAN 2311.50LO

Fall 2026

Course Begins: Monday, August 24, 2026

Course Ends: Tuesday, December 8, 2026

Instructor: Mayra Camacho Cummings

Meeting: Paris Campus MS 212 | Greenville Center 124 | Sulphur Springs Center 108

Office: SSC 111

Phone: 903-885-1232 ext. 2209

Email: mcummings@parisjc.edu

Office Hours: M & W 8:00-10:00 & T & TR 7:30-9:30 SSC or By Appointment

Course Description:

SPAN 2311

Intermediate Spanish I (3rd semester Spanish) The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading, and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Approval Number: 16.0905.52 13 maximum SCH per student 3 maximum SCH per course 3 maximum contact hours per Course 80

SPAN 2311 is a hybrid course with BlackBoard online components

[See the end of the document for book access instructions.](#)

Required Textbook(s) and Materials

Dorwick, Thalia, and Ana María Pérez-Gironés. *Puntos: 2025 Release*. 12th ed., McGraw Hill, 2024.

Connect Platform (McGraw Hill): Students are required to access and complete all online assignments, activities, and assessments through the McGraw Hill Connect platform associated with the textbook as well as BlackBoard.

Course Goals and Objectives:

Learning Outcomes

Upon successful completion of this course, students will:

1. Summarize authentic spoken discourse produced by Spanish speakers of diverse origins.
2. Produce Spanish comprehensible to native speakers using complex grammatical structures to communicate analytical and interpretive information in both impromptu and prepared speech.
3. Demonstrate increasing comprehension of authentic written texts in a variety of genres.
4. Write evaluations and critiques at a high intermediate level using complex grammatical structures.
5. Formulate cohesive paragraphs and essays.
6. Interpret cultural practices and products of the Spanish-speaking world drawing on authentic materials including literature and the visual arts.

Program Learning Outcomes:

1. **Communication & Expression** - Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. **Critical & Creative Thinking** - Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities & Cultural Literacy** - Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. **Information Literacy** - Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. **Personal & Civic Responsibility** - Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Skills for Success in This Course

To be successful in this course, students will develop the ability to:

1. **Remember** – Recall vocabulary, structures, and meanings.
2. **Understand** – Explain meaning and recognize how and when language is used appropriately.
3. **Apply** – Use vocabulary and grammatical structures in a variety of communicative situations.
4. **Analyze** – Distinguish appropriate social settings, context, and language choices.
5. **Evaluate** – Revise, edit, paraphrase, and improve language use for clarity and accuracy.
6. **Create** – Produce original language, use circumlocution, and formulate creative responses in the target language.

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

In order to be successful in this course, the student must keep up with the assignments and quizzes and turn in all assignments by the due date (Tuesday 11:59 am) on Connect on a daily/weekly basis. Only 1 make-up exam is allowed. It is the student's responsibility to make arrangements for all make-up work, quizzes, exams, and assignments. **Online students will be allowed only one make-up test.** If there are other circumstances, the student must contact the instructor. Please keep up with the weekly work in the assignment folder. All late work will have point deductions on daily assignment grades (instructor discretion) as well as participation (20%).

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Face-to-face students must not have more than 3 absences. Taking calls and texting during lectures are not allowed in the classroom. The student will be asked to leave after the first warning. The student must arrive on time to be counted as present. It is the student's responsibility to make arrangements for all make-up classwork, quizzes, exams, and notes missed from class.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **NOV. 12, 2026**.

Class Attendance is recorded daily on the PJC system. It is the student's responsibility to make arrangements for all make-up classwork, quizzes, exams, and notes missed from class.

Online students will have attendance recorded by Wednesday are the Tuesday submission. If the weekly assignments are not submitted, it will count as ABSENT. **Online** students will be counted absent on Wednesdays if there is no homework submission. Email instructor to notify them that there were pc/laptop and or internet connectivity issues. PJC has computer labs on campus. It is the student's responsibility to have internet, pc/laptop, and knowledge on how to upload documents, videos, and audio files on Blackboard that are compatible with the instructor's computer. Please note that there are 4 exams and 2 presentations that may require an audio link. On Blackboard, quizzes or assignments may be labeled as a test due to a Blackboard format option that I select. If the assignment or quiz is not named **EXAM** on the grade book, it is a quiz or an assignment.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Classroom and Online Behavior- Please be respectful in class and when participating in the class and or forum discussions. Please note that subjects addressed and questions asked in the Blackboard discussion forum and during class lectures are intended for the student to think critically, express ideas that may be different from other students, engage in meaningful thought, and appreciate different cultural views. Please be nice. Please be open-minded. Please be respectful of different views and life experiences. Please no texting in class. Laptops are allowed for taking notes.

Mid-Term Grades: Paris Junior College instructors are required to enter mid-term grades during the ninth week of the semester. Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Official Report Date (ORD) and Participation: The Texas Higher Education Coordinating Board (THECB) requires that online students show active participation in the course prior to the Office Report Date (ORD), or they are to be dropped from the course on the **ORD 09/09/26**. In order to remain

enrolled in this course, *students must actively participate* in the course. ***Students must submit the Syllabus Quiz and BlackBoard discussion #1*** by class on **08/27/2026** to retain enrollment in the course. Failure to complete this quiz by the due date may result in dropping from the course before the Official Report Date (ORD).

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Assessment Category	Percentage of Final Grade
Adaptive Learning & Application-Based Activities	20%
Practice	15%
Homework	15%
Quizzes	20%
Exams	30%
Total	100%

What is My Average?

- Adaptive Learning / Application-Based: (Score) $\times$.20
- Practice/Participation: (Score) $\times$.15
- Homework: (Score) $\times$.15
- Exams: (Score) $\times$.30
- Quizzes: (Score) $\times$.20

Add all results together for the final grade.

Please also note that some assignments/quizzes/presentations/exams are graded with a rubric and there is a link on Blackboard that you can access.

Testing Center Information: PJC 903.782.0446-Greenville 903.454.9333-Sulphur Springs 903.885.1232

Core Curriculum SLO Alignment

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Connect Assignment Type	Critical Thinking Skills (CT)	Communication Skills (CS)	Personal Responsibility (PR)	Social Responsibility (SR)
Adaptive Learning Assignments	Analyze, evaluate, and synthesize grammatical structures and vocabulary through adaptive, mastery-based activities.	Interpret and apply language forms to demonstrate understanding of written and spoken Spanish.	Demonstrate self-directed learning, persistence, and accountability by completing individualized learning paths.	Engage with culturally contextualized content to develop intercultural competence and global awareness.

Practice & Application Activities	Apply and synthesize language skills in contextualized scenarios that require problem-solving and critical analysis.	Develop and express ideas through meaningful written and oral communication.	Take responsibility for active participation and successful completion of communicative tasks.	Apply language within authentic cultural and social contexts to strengthen intercultural competence.
Homework	Reinforce comprehension and application of grammar, vocabulary, and course concepts through structured practice.	Strengthen written communication and interpretive language skills.	Demonstrate responsibility through independent work, organization, and effective time management.	Increase awareness of cultural perspectives embedded in language use.
Quizzes	Demonstrate comprehension and application of targeted concepts through formative assessments.	Communicate understanding using accurate and appropriate Spanish.	Maintain consistent engagement and responsibility for ongoing learning.	Identify and interpret cultural elements presented in language and context.
Exams	Demonstrate analysis, evaluation, and synthesis of linguistic and cultural knowledge through cumulative assessments.	Effectively interpret and produce written and/or oral communication in Spanish.	Exhibit accountability, academic integrity, and preparedness.	Demonstrate understanding of the practices, perspectives, and products of Spanish- s

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below. IF changes occur students will be notified by email via *Blackboard Announcement and or email*.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence including notices of academic status, financial aid, billing, registration, and campus alerts will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Technical Difficulties: Computer access is available on campus. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

PJC IT Checklist

Please review the **PJC IT Checklist** <https://www.parisjc.edu/technology/pjc-it-checklist.php>, before the first day of class. It covers the technology you'll need to get started, including multi-factor authentication (MFA), which is required for all student accounts. MFA setup is included in Step 3. For technical help, email techsupport@parisjc.edu. All IT requests must go through the ticket system so your request can be tracked and addressed as quickly as possible. **Tech Support for the online workbook** - McGraw Hill Connect – Puntos de Partida

You will need access to **McGraw Hill Connect** for your *Puntos de Partida* assignments. If you have trouble registering, accessing Connect, or completing assignments, please contact McGraw Hill Support for assistance.

Phone: [\(800\) 331-5094](tel:(800)331-5094)

Online: [Submit a Support Request](#)

Chat: [Chat with a Representative](#)

Basic Computer Requirements: As a general rule, a computer manufactured within the last five years is adequate. In addition to the basic system requirements, some courses may also require a flash drive, webcam, common application software such as (Word, PowerPoint, Excel), and specialized software.

1. As a general rule, a computer manufactured within the last five years is adequate.
2. In addition to the basic system requirements, some courses may also require a flash drive, webcam, common application software such as (Word, PowerPoint, and Excel), and specialized software. Tablets and smartphones may not be adequate to perform all course functions.
3. Email techsupport@parisjc.edu for Blackboard technical assistance.

Accent Marks

Many Spanish words use accent marks, which can change the meaning of the word, and/or, change the stress of the word. As English speakers, these accent marks may mean nothing to you, but they are (*muy*) *importante* in the Spanish language. Learn them early, and they are not a big deal, actually becoming rather helpful in the language!

Typing Accent Marks How to type Spanish accents in Word?

Inserting accented letters with the menu bar or Ribbon

1. Open Microsoft **Word**.
2. Select the Insert tab on the Ribbon or click Insert in the menu bar.
3. On the Insert tab or the Insert drop-down, select the Symbol option, and click on Latin1-Supplement. Select the desired **accented** character.

Copy or Paste: áéíóú¿;ñ ÁÉÍÓÚ Ñ

Change Language Setting:

<https://support.office.com/en-us/article/change-the-language-office-uses-in-its-menus-and-proofing-tools-f5c54ff9-a6fa-4348-a43c-760e7ef148f8>

Course Schedule:

Click on the Connect link. Every week all assignments should be turned in by Tuesday 11:59 pm or unless otherwise indicated. All exams must be taken to pass the course. **SPAN 2311 Weekly Lesson Plan**

Important Dates

Every week the following assignments should be turned in by **Tuesday @11:59** pm. or unless otherwise indicated. Week #1 is due Tuesday of Week #2, however, students must submit the Syllabus Quiz and Blackboard discussion #1 by class on **08/27/2026** to be counted as present. If a student fails to submit the assignment, the PJC procedure indicates that the student will be DROPPED for non-participation. **Please see the due dates on Blackboard under the Weekly Assignments.**

All files including audio must be submitted and be compatible with my PC/LAPTOP. Please no MAC files. If Google Docs are submitted, please make sure you attach them and do not grant permission because I am given access and I am not able to access documents. LAB is weekly

Online Assignments (Connect / Course Activities):

Each chapter (Capítulos 1–5) includes a set of required online assignments designed to develop reading, pronunciation, vocabulary, grammar, culture, and communication skills. Chapter assignments include **reader activities, pronunciation practice, vocabulary and grammar homework, adaptive learning (ALA) modules, Salu2 practice, chapter quizzes, and recordable video chats (oral practice)**. Students will also complete **English grammar support activities, a Midterm Exam (Chapters 1–3), and a Comprehensive Final Exam (Chapters 1–5)**. All assignments must be completed by the posted due dates in Blackboard/Connect.

Course Schedule: – SPAN 2311 (Chapters 11–14)

Connect Instructions

1. Click on the Connect link provided in the course.

2. Follow the on-screen instructions to log in or create an account.
3. If you are a new user, select “**Register**” and enter the required course information.
4. If you already have an account, log in using your existing credentials.
5. Once logged in, navigate to the course dashboard and begin the assigned activities.

Blackboard Instructions

- Additional assignments, discussions, and course materials will be posted in Blackboard.
- Students are responsible for logging in regularly and completing all required discussion, posts and assignments.

Students are expected to check both **Connect** and **Blackboard** regularly for announcements and to ensure all assignments, discussions, quizzes, and exams are completed on time. **Weekly coursework is due each Tuesday by 11:59 p.m.**, unless otherwise noted. **All exams are required and must be completed in order to pass the course.**

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Dragon Now Course Material Information **Required Course Materials**

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
- Flex 2 Term: 10/28/2026

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Week	Chapter / Assessment	Topics / Focus	Assignments Due
Week 1	Course Introduction & Comprehensive Grammar Review	Course orientation; review of present indicative, preterite, imperfect, present subjunctive, commands, pronouns, and perfect tenses; vocabulary review; introduction to Connect/Lab activities	Course Orientation, Review Activities & Connect/Lab Practice
Week 2	Chapter 11: La salud	Health and wellness vocabulary; grammar review and application; communication skills; listening, speaking, reading, writing, culture, and authentic readings	Chapter 11 Connect Assignments & Application Activities
Week 3	Chapter 12: ¡Conectad@s!	Technology and communication vocabulary; informal commands; verbs derived from <i>poner</i> , <i>tener</i> , and <i>venir</i> ; present subjunctive; desires, requests, and influence; culture and readings	Chapter 12 Connect Assignments & Application Activities
Week 4	Chapter 13: El arte y la cultura	Art and culture vocabulary; ordinal numbers; expressions of likes and preferences; subjunctive with emotion, <i>ojalá</i> , doubt, and denial; cultural readings and application	Chapter 13 Connect Assignments & Application Activities
Week 5	Chapter 14: Las presiones de la vida & Comprehensive Review	Academic and life pressures; vocabulary and communication; grammar review and application; readings and culture; integrated review of Chapters 11–14; assessment preparation	Chapter 14 Connect Assignments, Application Activities & Comprehensive Review
Week 6	Assessment 1: Interpersonal Speaking Assessment 2: Listening Comprehension	Demonstrate interpersonal communication skills through spoken Spanish; demonstrate comprehension of spoken Spanish	Speaking Assessment & Listening Assessment

Week 7	Assessment 3: Written Communication	Demonstrate written communication using appropriate grammar and vocabulary; interpret written Spanish texts; compare cultural practices, products, and perspectives	Written Communication, Reading Comprehension & Cultural Comparison Assessments
	Assessment 4: Reading Comprehension		
	Assessment 5: Cultural Comparison		
Week 8	Assessment 6: Language Analysis & Final Examination	Analyze Spanish language structures and demonstrate comprehensive mastery of course learning outcomes through grammar, vocabulary, communication, and cultural application	Language Analysis Assessment & Final Exam

Program / Course Learning Outcomes	Connect Assignments & Assessments	Assessment Category
Communication & Expression (oral/written communication)	Salu2, Application-Based Activities, Homework, Video Chats, Quizzes, Exams	Homework, Application Activities, Quizzes, Exams
Critical & Creative Thinking (analyze/apply language concepts)	Adaptive Learning, Grammar Practice, Homework, Quizzes, Exams	Adaptive Learning, Practice, Quizzes, Exams
Humanities & Cultural Literacy (cultural understanding)	Cultural activities, Discussions, Readings, Application Activities	Application Activities, Homework, Quizzes
Information Literacy / Technological Competency	Connect adaptive modules, online homework, digital readings, listening activities	Adaptive Learning, Homework, Practice
Personal & Civic Responsibility (cultural reflection/responsibility)	Discussions, cultural comparisons, oral activities, participation	Application Activities, Exams

SPAN 2311.10M0
SPAN 2311.40M0
SPAN 2311.50M0
Intermediate Spanish I
Fall 2026-FLEX B

Course Begins: Monday, October 19, 2026 **Course Ends:** Tuesday, December 8, 2026

Instructor: Mayra Camacho Cummings

Meeting: Paris Campus MS 212 | Greenville Center 124 | Sulphur Springs Center 108

Office: SSC 111

Phone: 903-885-1232 ext. 2209

Email: mcummings@parisjc.edu

Office Hours: M & W 8:00-10:00 & T & TR 7:30-9:30 SSC or By Appointment

Course Description:

SPAN 2311

Intermediate Spanish I (3rd semester Spanish) The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading, and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Approval Number: 16.0905.52 13 maximum SCH per student 3 maximum SCH per course 3 maximum contact hours per Course 80

SPAN 2311 is a hybrid course with BlackBoard online components

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Required Textbook(s) and Materials

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Connect Platform (McGraw Hill): Students are required to access and complete all online assignments, activities, and assessments through the McGraw Hill Connect platform associated with the textbook as well as BlackBoard.

Course Goals and Objectives:

Learning Outcomes

Upon successful completion of this course, students will:

1. Summarize authentic spoken discourse produced by Spanish speakers of diverse origins.
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3. Demonstrate increasing comprehension of authentic written texts in a variety of genres.
4. Write evaluations and critiques at a high intermediate level using complex grammatical structures.
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6. Interpret cultural practices and products of the Spanish-speaking world drawing on authentic materials including literature and the visual arts.

Program Learning Outcomes:

1. **Communication & Expression** - Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.

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Skills for Success in This Course

To be successful in this course, students will develop the ability to:

1. **Remember** – Recall vocabulary, structures, and meanings.
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3. **Apply** – Use vocabulary and grammatical structures in a variety of communicative situations.
4. **Analyze** – Distinguish appropriate social settings, context, and language choices.
5. **Evaluate** – Revise, edit, paraphrase, and improve language use for clarity and accuracy.
6. **Create** – Produce original language, use circumlocution, and formulate creative responses in the target language.

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

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arrive on time to be counted as present. It is the student's responsibility to make arrangements for all make-up classwork, quizzes, exams, and notes missed from class.

Class Attendance:

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The last day for a student to withdraw from a course with a grade of "W" is **NOV. 24, 2026**.

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
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course. Failure to complete this quiz by the due date may result in dropping from the course before the Official Report Date (ORD).

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Assessment Category	Percentage of Final Grade
Adaptive Learning & Application-Based Activities	20%
Practice	15%
Homework	15%
Quizzes	20%
Exams	30%
Total	100%

What is My Average?

- Adaptive Learning / Application-Based: (Score) $\times$.20
- Practice/Participation: (Score) $\times$.15
- Homework: (Score) $\times$.15
- Exams: (Score) $\times$.30
- Quizzes: (Score) $\times$.20

Add all results together for the final grade.

Please also note that some assignments/quizzes/presentations/exams are graded with a rubric and there is a link on Blackboard that you can access.

Testing Center Information: PJC 903.782.0446-Greenville 903.454.9333-Sulphur Springs 903.885.1232

Core Curriculum SLO Alignment

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Connect Assignment Type	Critical Thinking Skills (CT)	Communication Skills (CS)	Personal Responsibility (PR)	Social Responsibility (SR)
Adaptive Learning Assignments	Analyze, evaluate, and synthesize grammatical structures and vocabulary through adaptive, mastery-based activities.	Interpret and apply language forms to demonstrate understanding of written and spoken Spanish.	Demonstrate self-directed learning, persistence, and accountability by completing individualized learning paths.	Engage with culturally contextualized content to develop intercultural competence and global awareness.
Practice & Application Activities	Apply and synthesize language skills in contextualized scenarios that require	Develop and express ideas through meaningful written and oral communication.	Take responsibility for active participation and successful	Apply language within authentic cultural and social contexts to strengthen

	problem-solving and critical analysis.		completion of communicative tasks.	intercultural competence.
Homework	Reinforce comprehension and application of grammar, vocabulary, and course concepts through structured practice.	Strengthen written communication and interpretive language skills.	Demonstrate responsibility through independent work, organization, and effective time management.	Increase awareness of cultural perspectives embedded in language use.
Quizzes	Demonstrate comprehension and application of targeted concepts through formative assessments.	Communicate understanding using accurate and appropriate Spanish.	Maintain consistent engagement and responsibility for ongoing learning.	Identify and interpret cultural elements presented in language and context.
Exams	Demonstrate analysis, evaluation, and synthesis of linguistic and cultural knowledge through cumulative assessments.	Effectively interpret and produce written and/or oral communication in Spanish.	Exhibit accountability, academic integrity, and preparedness.	Demonstrate understanding of the practices, perspectives, and products of Spanish- s

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Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below. IF changes occur students will be notified by email via *Blackboard Announcement and or email*.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence including notices of academic status, financial aid, billing, registration, and campus alerts will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Technical Difficulties: Computer access is available on campus. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

PJC IT Checklist

Please review the **PJC IT Checklist** <https://www.parisjc.edu/technology/pjc-it-checklist.php>, before the first day of class. It covers the technology you'll need to get started, including multi-factor authentication (MFA), which is required for all student accounts. MFA setup is included in Step 3. For technical help, email techsupport@parisjc.edu. All IT requests must go through the ticket system so your request can be tracked and addressed as quickly as possible. **Tech Support for the online workbook** - McGraw Hill Connect – Puntos de Partida

You will need access to **McGraw Hill Connect** for your *Puntos de Partida* assignments. If you have trouble registering, accessing Connect, or completing assignments, please contact McGraw Hill Support for assistance.

Phone: [\(800\) 331-5094](tel:8003315094)

Online: [Submit a Support Request](#)

Chat: [Chat with a Representative](#)

Basic Computer Requirements: As a general rule, a computer manufactured within the last five years is adequate. In addition to the basic system requirements, some courses may also require a flash drive, webcam, common application software such as (Word, PowerPoint, Excel), and specialized software.

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3. Email techsupport@parisjc.edu for Blackboard technical assistance.

Accent Marks

Many Spanish words use accent marks, which can change the meaning of the word, and/or, change the stress of the word. As English speakers, these accent marks may mean nothing to you, but they are (*muy*) *importante* in the Spanish language. Learn them early, and they are not a big deal, actually becoming rather helpful in the language!

Typing Accent Marks How to type Spanish accents in Word?

Inserting accented letters with the menu bar or Ribbon

1. Open Microsoft **Word**.
2. Select the Insert tab on the Ribbon or click Insert in the menu bar.
3. On the Insert tab or the Insert drop-down, select the Symbol option, and click on Latin1-Supplement. Select the desired **accented** character.

Copy or Paste: áéíóú¿ñ ÁÉÍÓÚ Ñ

Change Language Setting:

<https://support.office.com/en-us/article/change-the-language-office-uses-in-its-menus-and-proofing-tools-f5c54ff9-a6fa-4348-a43c-760e7ef148f8>

Course Schedule:

Click on the Connect link. Every week all assignments should be turned in by Tuesday 11:59 pm or unless otherwise indicated. All exams must be taken to pass the course. **SPAN 2311 Weekly Lesson Plan**

Important Dates

Every week the following assignments should be turned in by **Tuesday @11:59 pm**. or unless otherwise indicated. Week #1 is due Tuesday of Week #2, however, students must submit the Syllabus Quiz and Blackboard discussion #1 by class on **08/27/2026** to be counted as present. If a student fails to submit the assignment, the PJC procedure indicates that the student will be DROPPED for non-participation. **Please see the due dates on Blackboard under the Weekly Assignments.**

All files including audio must be submitted and be compatible with my PC/LAPTOP. Please no MAC files. If Google Docs are submitted, please make sure you attach them and do not grant permission because I am given access and I am not able to access documents. LAB is weekly

Online Assignments (Connect / Course Activities):

Each chapter (Capítulos 1–5) includes a set of required online assignments designed to develop reading, pronunciation, vocabulary, grammar, culture, and communication skills. Chapter assignments include **reader activities, pronunciation practice, vocabulary and grammar homework, adaptive learning (ALA) modules, Salu2 practice, chapter quizzes, and recordable video chats (oral practice)**. Students will also complete **English grammar support activities, a Midterm Exam (Chapters 1–3), and a Comprehensive Final Exam (Chapters 1–5)**. All assignments must be completed by the posted due dates in Blackboard/Connect.

Course Schedule: – SPAN 2311 (Chapters 11–14)

Connect Instructions

1. Click on the Connect link provided in the course.
2. Follow the on-screen instructions to log in or create an account.
3. If you are a new user, select “**Register**” and enter the required course information.
4. If you already have an account, log in using your existing credentials.
5. Once logged in, navigate to the course dashboard and begin the assigned activities.

Blackboard Instructions

- Additional assignments, discussions, and course materials will be posted in Blackboard.

- Students are responsible for logging in regularly and completing all required discussion, posts and assignments.

Students are expected to check both **Connect** and **Blackboard** regularly for announcements and to ensure all assignments, discussions, quizzes, and exams are completed on time. **Weekly coursework is due each Tuesday by 11:59 p.m.**, unless otherwise noted. **All exams are required and must be completed in order to pass the course.**

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Dragon Now Course Material Information **Required Course Materials**

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

• Fall Main & Flex 1 Term: 9/11/2026

• Flex 2 Term: 10/28/2026

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Week	Chapter / Assessment	Topics / Focus	Assignments Due
Week 1	Course Introduction & Comprehensive Grammar Review	Course orientation; review of present indicative, preterite, imperfect, present subjunctive, commands, pronouns, and perfect tenses; vocabulary review; introduction to Connect/Lab activities	Course Orientation, Review Activities & Connect/Lab Practice
Week 2	Chapter 11: La salud	Health and wellness vocabulary; grammar review and application; communication skills; listening, speaking, reading, writing, culture, and authentic readings	Chapter 11 Connect Assignments & Application Activities
Week 3	Chapter 12: ¡Conectad@s!	Technology and communication vocabulary; informal commands; verbs derived from <i>poner</i> , <i>tener</i> , and <i>venir</i> ; present subjunctive; desires, requests, and influence; culture and readings	Chapter 12 Connect Assignments & Application Activities
Week 4	Chapter 13: El arte y la cultura	Art and culture vocabulary; ordinal numbers; expressions of likes and preferences; subjunctive with emotion, <i>ojalá</i> , doubt, and denial; cultural readings and application	Chapter 13 Connect Assignments & Application Activities
Week 5	Chapter 14: Las presiones de la vida & Comprehensive Review	Academic and life pressures; vocabulary and communication; grammar review and application; readings and culture; integrated review of Chapters 11–14; assessment preparation	Chapter 14 Connect Assignments, Application Activities & Comprehensive Review
Week 6	Assessment 1: Interpersonal Speaking Assessment 2: Listening Comprehension	Demonstrate interpersonal communication skills through spoken Spanish; demonstrate comprehension of spoken Spanish	Speaking Assessment & Listening Assessment
Week 7	Assessment 3: Written Communication Assessment 4: Reading Comprehension Assessment 5:	Demonstrate written communication using appropriate grammar and vocabulary; interpret written Spanish texts; compare cultural practices, products, and perspectives	Written Communication, Reading Comprehension & Cultural Comparison Assessments

Week 8	Cultural Comparison	Analyze Spanish language structures and demonstrate comprehensive mastery of course learning outcomes through grammar, vocabulary, communication, and cultural application	Language Analysis Assessment & Final Exam
	Assessment 6: Language Analysis & Final Examination		

Program / Course Learning Outcomes	Connect Assignments & Assessments	Assessment Category
Communication & Expression (oral/written communication)	Salu2, Application-Based Activities, Homework, Video Chats, Quizzes, Exams	Homework, Application Activities, Quizzes, Exams
Critical & Creative Thinking (analyze/apply language concepts)	Adaptive Learning, Grammar Practice, Homework, Quizzes, Exams	Adaptive Learning, Practice, Quizzes, Exams
Humanities & Cultural Literacy (cultural understanding)	Cultural activities, Discussions, Readings, Application Activities	Application Activities, Homework, Quizzes
Information Literacy / Technological Competency	Connect adaptive modules, online homework, digital readings, listening activities	Adaptive Learning, Homework, Practice
Personal & Civic Responsibility (cultural reflection/responsibility)	Discussions, cultural comparisons, oral activities, participation	Application Activities, Exams

Intermediate Spanish I
SPAN 2311.20D0

Fall 2026

Course Begins: Monday, August 24, 2026

Course Ends: Tuesday, December 8, 2026

Instructor: Mayra Camacho Cummings

Office: SSC 111

Phone: 903-885-1232 ext. 2209

Email: mcummings@parisjc.edu

Office Hours: M & W 8:00-10:00 & T & TR 7:30-9:30 SSC or By Appointment

Course Description:

SPAN 2311

Intermediate Spanish I (3rd semester Spanish) The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading, and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.
Approval Number: 16.0905.52 13 maximum SCH per student 3 maximum SCH per course 3 maximum contact hours per Course 80

Required Textbook(s) and Materials

Dorwick, Thalia, and Ana María Pérez-Gironés. *Puntos: 2025 Release*. 12th ed., McGraw Hill, 2024.

Connect Platform (McGraw Hill): Students are required to access and complete all online assignments, activities, and assessments through the McGraw Hill Connect platform associated with the textbook as well as BlackBoard.

SPAN 2311 is a hybrid course with BlackBoard online components

[See the end of the document for book access instructions.](#)

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Course Goals and Objectives:

Learning Outcomes

Upon successful completion of this course, students will:

1. Summarize authentic spoken discourse produced by Spanish speakers of diverse origins.
2. Produce Spanish comprehensible to native speakers using complex grammatical structures to communicate analytical and interpretive information in both impromptu and prepared speech.
3. Demonstrate increasing comprehension of authentic written texts in a variety of genres.
4. Write evaluations and critiques at a high intermediate level using complex grammatical structures.
5. Formulate cohesive paragraphs and essays.
6. Interpret cultural practices and products of the Spanish-speaking world drawing on authentic materials including literature and the visual arts.

Program Learning Outcomes:

1. **Communication & Expression** - Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. **Critical & Creative Thinking** - Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities & Cultural Literacy** - Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. **Information Literacy** - Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. **Personal & Civic Responsibility** - Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Skills for Success in This Course

To be successful in this course, students will develop the ability to:

1. **Remember** – Recall vocabulary, structures, and meanings.
2. **Understand** – Explain meaning and recognize how and when language is used appropriately.
3. **Apply** – Use vocabulary and grammatical structures in a variety of communicative situations.
4. **Analyze** – Distinguish appropriate social settings, context, and language choices.
5. **Evaluate** – Revise, edit, paraphrase, and improve language use for clarity and accuracy.
6. **Create** – Produce original language, use circumlocution, and formulate creative responses in the target language.

Course Requirements and Evaluation:

Required Activity:

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Copy or Paste: áéíóú¿;ñ ÁÉÍÓÚ Ñ

Change Language Setting:

<https://support.office.com/en-us/article/change-the-language-office-uses-in-its-menus-and-proofing-tools-f5c54ff9-a6fa-4348-a43c-760e7ef148f8>

Course Schedule:

Click on the Connect link. Every week all assignments should be turned in by Tuesday 11:59 pm or unless otherwise indicated. All exams must be taken to pass the course. **SPAN 2311 Weekly Lesson Plan**

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Course Schedule: – SPAN 2311 (Chapters 11–14)

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Dragon Now Course Material Information **Required Course Materials**

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
- Flex 2 Term: 10/28/2026

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

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Week	Chapter / Assessment	Topics / Focus	Assignments Due
Week 1	Course Introduction & Comprehensive Grammar Review	Course orientation; review of present indicative, preterite, imperfect, present subjunctive, commands, pronouns, and perfect tenses; vocabulary review; introduction to Connect/Lab activities	Course Orientation, Review Activities & Connect/Lab Practice
Week 2	Chapter 11: La salud	Health and wellness vocabulary; grammar review and application; communication skills; listening, speaking, reading, writing, culture, and authentic readings	Chapter 11 Connect Assignments & Application Activities
Week 3	Chapter 12: ¡Conectad@s!	Technology and communication vocabulary; informal commands; verbs derived from <i>poner</i> , <i>tener</i> , and <i>venir</i> ; present subjunctive; desires, requests, and influence; culture and readings	Chapter 12 Connect Assignments & Application Activities
Week 4	Chapter 13: El arte y la cultura	Art and culture vocabulary; ordinal numbers; expressions of likes and preferences; subjunctive with emotion, <i>ojalá</i> , doubt, and denial; cultural readings and application	Chapter 13 Connect Assignments & Application Activities
Week 5	Chapter 14: Las presiones de la vida & Comprehensive Review	Academic and life pressures; vocabulary and communication; grammar review and application; readings and culture; integrated review of Chapters 11–14; assessment preparation	Chapter 14 Connect Assignments, Application Activities & Comprehensive Review
Week 6	Assessment 1: Interpersonal Speaking Assessment 2: Listening Comprehension	Demonstrate interpersonal communication skills through spoken Spanish; demonstrate comprehension of spoken Spanish	Speaking Assessment & Listening Assessment
Week 7	Assessment 3: Written Communication	Demonstrate written communication using appropriate grammar and vocabulary;	Written Communication, Reading

Week 8	Assessment 4: Reading Comprehension	interpret written Spanish texts; compare cultural practices, products, and perspectives	Comprehension & Cultural Comparison Assessments
	Assessment 5: Cultural Comparison		
	Assessment 6: Language Analysis & Final Examination	Analyze Spanish language structures and demonstrate comprehensive mastery of course learning outcomes through grammar, vocabulary, communication, and cultural application	Language Analysis Assessment & Final Exam

Program / Course Learning Outcomes	Connect Assignments & Assessments	Assessment Category
Communication & Expression (oral/written communication)	Salu2, Application-Based Activities, Homework, Video Chats, Quizzes, Exams	Homework, Application Activities, Quizzes, Exams
Critical & Creative Thinking (analyze/apply language concepts)	Adaptive Learning, Grammar Practice, Homework, Quizzes, Exams	Adaptive Learning, Practice, Quizzes, Exams
Humanities & Cultural Literacy (cultural understanding)	Cultural activities, Discussions, Readings, Application Activities	Application Activities, Homework, Quizzes
Information Literacy / Technological Competency	Connect adaptive modules, online homework, digital readings, listening activities	Adaptive Learning, Homework, Practice
Personal & Civic Responsibility (cultural reflection/responsibility)	Discussions, cultural comparisons, oral activities, participation	Application Activities, Exams

Intermediate Spanish I

SPAN 2311.25D0

Fall 2026

Course Begins: Monday, August 24, 2026

Course Ends: Tuesday, December 8, 2026

Instructor: Mayra Camacho Cummings

Office: SSC 111

Phone: 903-885-1232 ext. 2209

Email: mcummings@parisjc.edu

Office Hours: M & W 8:00-10:00 & T & TR 7:30-9:30 SSC or By Appointment

Course Description:

SPAN 2311

Intermediate Spanish I (3rd semester Spanish) The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading, and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Approval Number: 16.0905.52 13 maximum SCH per student 3 maximum SCH per course 3 maximum contact hours per Course 80

Required Textbook(s) and Materials

Dorwick, Thalia, and Ana María Pérez-Gironés. *Puntos: 2025 Release*. 12th ed., McGraw Hill, 2024.

Connect Platform (McGraw Hill): Students are required to access and complete all online assignments, activities, and assessments through the McGraw Hill Connect platform associated with the textbook as well as BlackBoard.

SPAN 2311 is a hybrid course with BlackBoard online components

[See the end of the document for book access instructions.](#)

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Course Goals and Objectives:

Learning Outcomes

Upon successful completion of this course, students will:

1. Summarize authentic spoken discourse produced by Spanish speakers of diverse origins.
2. Produce Spanish comprehensible to native speakers using complex grammatical structures to communicate analytical and interpretive information in both impromptu and prepared speech.
3. Demonstrate increasing comprehension of authentic written texts in a variety of genres.
4. Write evaluations and critiques at a high intermediate level using complex grammatical structures.
5. Formulate cohesive paragraphs and essays.
6. Interpret cultural practices and products of the Spanish-speaking world drawing on authentic materials including literature and the visual arts.

Program Learning Outcomes:

1. **Communication & Expression** - Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. **Critical & Creative Thinking** - Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities & Cultural Literacy** - Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. **Information Literacy** - Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. **Personal & Civic Responsibility** - Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Skills for Success in This Course

To be successful in this course, students will develop the ability to:

1. **Remember** – Recall vocabulary, structures, and meanings.
2. **Understand** – Explain meaning and recognize how and when language is used appropriately.
3. **Apply** – Use vocabulary and grammatical structures in a variety of communicative situations.
4. **Analyze** – Distinguish appropriate social settings, context, and language choices.
5. **Evaluate** – Revise, edit, paraphrase, and improve language use for clarity and accuracy.
6. **Create** – Produce original language, use circumlocution, and formulate creative responses in the target language.

Course Requirements and Evaluation:**Required Activity:**

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

In order to be successful in this course, the student must keep up with the assignments and quizzes and turn in all assignments by the due date (Tuesday 11:59 am) on Connect on a daily/weekly basis. Only 1 make-up exam is allowed. It is the student's responsibility to make arrangements for all make-up work, quizzes, exams, and assignments. **Online students will be allowed only one make-up test.** If there are other circumstances, the student must contact the instructor. Please keep up with the weekly work in the assignment folder. All late work will have point deductions on daily assignment grades (instructor discretion) as well as participation (20%).

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Face-to-face students must not have more than 3 absences. Taking calls and texting during lectures are not allowed in the classroom. The student will be asked to leave after the first warning. The student must arrive on time to be counted as present. It is the student's responsibility to make arrangements for all make-up classwork, quizzes, exams, and notes missed from class.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **NOV. 12, 2026**.

Class Attendance is recorded daily on the PJC system. It is the student's responsibility to make arrangements for all make-up classwork, quizzes, exams, and notes missed from class.

Online students will have attendance recorded by Wednesday are the Tuesday submission. If the weekly assignments are not submitted, it will count as ABSENT. **Online** students will be counted absent on Wednesdays if there is no homework submission. Email instructor to notify them that there were pc/laptop and or internet connectivity issues. PJC has computer labs on campus. It is the student's responsibility to have internet, pc/laptop, and knowledge on how to upload documents, videos, and audio files on Blackboard that are compatible with the instructor's computer. Please note that there are 4 exams and 2 presentations that may require an audio link. On Blackboard, quizzes or assignments may be labeled as a test due to a Blackboard format option that I select. If the assignment or quiz is not named **EXAM** on the grade book, it is a quiz or an assignment.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Classroom and Online Behavior- Please be respectful in class and when participating in the class and or forum discussions. Please note that subjects addressed and questions asked in the Blackboard discussion forum and during class lectures are intended for the student to think critically, express ideas that may be different from other students, engage in meaningful thought, and appreciate different cultural views. Please be nice. Please be open-minded. Please be respectful of different views and life experiences. Please no texting in class. Laptops are allowed for taking notes.

Mid-Term Grades: Paris Junior College instructors are required to enter mid-term grades during the ninth week of the semester. Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Official Report Date (ORD) and Participation: The Texas Higher Education Coordinating Board (THECB) requires that online students show active participation in the course prior to the Office Report Date (ORD), or they are to be dropped from the course on the **ORD 09/09/26**. In order to remain

enrolled in this course, *students must actively participate* in the course. ***Students must submit the Syllabus Quiz and BlackBoard discussion #1*** by class on **08/27/2026** to retain enrollment in the course. Failure to complete this quiz by the due date may result in dropping from the course before the Official Report Date (ORD).

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Assessment Category	Percentage of Final Grade
Adaptive Learning & Application-Based Activities	20%
Practice	15%
Homework	15%
Quizzes	20%
Exams	30%
Total	100%

What is My Average?

- Adaptive Learning / Application-Based: (Score) $\times$.20
- Practice/Participation: (Score) $\times$.15
- Homework: (Score) $\times$.15
- Exams: (Score) $\times$.30
- Quizzes: (Score) $\times$.20

Add all results together for the final grade.

Please also note that some assignments/quizzes/presentations/exams are graded with a rubric and there is a link on Blackboard that you can access.

Testing Center Information: PJC 903.782.0446-Greenville 903.454.9333-Sulphur Springs 903.885.1232

Core Curriculum SLO Alignment

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Connect Assignment Type	Critical Thinking Skills (CT)	Communication Skills (CS)	Personal Responsibility (PR)	Social Responsibility (SR)
Adaptive Learning Assignments	Analyze, evaluate, and synthesize grammatical structures and vocabulary through adaptive, mastery-based activities.	Interpret and apply language forms to demonstrate understanding of written and spoken Spanish.	Demonstrate self-directed learning, persistence, and accountability by completing individualized learning paths.	Engage with culturally contextualized content to develop intercultural competence and global awareness.

Practice & Application Activities	Apply and synthesize language skills in contextualized scenarios that require problem-solving and critical analysis.	Develop and express ideas through meaningful written and oral communication.	Take responsibility for active participation and successful completion of communicative tasks.	Apply language within authentic cultural and social contexts to strengthen intercultural competence.
Homework	Reinforce comprehension and application of grammar, vocabulary, and course concepts through structured practice.	Strengthen written communication and interpretive language skills.	Demonstrate responsibility through independent work, organization, and effective time management.	Increase awareness of cultural perspectives embedded in language use.
Quizzes	Demonstrate comprehension and application of targeted concepts through formative assessments.	Communicate understanding using accurate and appropriate Spanish.	Maintain consistent engagement and responsibility for ongoing learning.	Identify and interpret cultural elements presented in language and context.
Exams	Demonstrate analysis, evaluation, and synthesis of linguistic and cultural knowledge through cumulative assessments.	Effectively interpret and produce written and/or oral communication in Spanish.	Exhibit accountability, academic integrity, and preparedness.	Demonstrate understanding of the practices, perspectives, and products of Spanish- s

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook

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Change Language Setting:

<https://support.office.com/en-us/article/change-the-language-office-uses-in-its-menus-and-proofing-tools-f5c54ff9-a6fa-4348-a43c-760e7ef148f8>

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2. Create an account using your student email account
3. Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
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Week 2	Chapter 11: La salud	Health and wellness vocabulary; grammar review and application; communication skills; listening, speaking, reading, writing, culture, and authentic readings	Chapter 11 Connect Assignments & Application Activities
Week 3	Chapter 12: ¡Conectad@s!	Technology and communication vocabulary; informal commands; verbs derived from <i>poner</i> , <i>tener</i> , and <i>venir</i> ; present subjunctive; desires, requests, and influence; culture and readings	Chapter 12 Connect Assignments & Application Activities
Week 4	Chapter 13: El arte y la cultura	Art and culture vocabulary; ordinal numbers; expressions of likes and preferences; subjunctive with emotion, <i>ojalá</i> , doubt, and denial; cultural readings and application	Chapter 13 Connect Assignments & Application Activities
Week 5	Chapter 14: Las presiones de la vida & Comprehensive Review	Academic and life pressures; vocabulary and communication; grammar review and application; readings and culture; integrated review of Chapters 11–14; assessment preparation	Chapter 14 Connect Assignments, Application Activities & Comprehensive Review
Week 6	Assessment 1: Interpersonal Speaking Assessment 2: Listening Comprehension	Demonstrate interpersonal communication skills through spoken Spanish; demonstrate comprehension of spoken Spanish	Speaking Assessment & Listening Assessment

Week 7	Assessment 3: Written Communication	Demonstrate written communication using appropriate grammar and vocabulary; interpret written Spanish texts; compare cultural practices, products, and perspectives	Written Communication, Reading Comprehension & Cultural Comparison Assessments
	Assessment 4: Reading Comprehension		
	Assessment 5: Cultural Comparison		
Week 8	Assessment 6: Language Analysis & Final Examination	Analyze Spanish language structures and demonstrate comprehensive mastery of course learning outcomes through grammar, vocabulary, communication, and cultural application	Language Analysis Assessment & Final Exam

Program / Course Learning Outcomes	Connect Assignments & Assessments	Assessment Category
Communication & Expression (oral/written communication)	Salu2, Application-Based Activities, Homework, Video Chats, Quizzes, Exams	Homework, Application Activities, Quizzes, Exams
Critical & Creative Thinking (analyze/apply language concepts)	Adaptive Learning, Grammar Practice, Homework, Quizzes, Exams	Adaptive Learning, Practice, Quizzes, Exams
Humanities & Cultural Literacy (cultural understanding)	Cultural activities, Discussions, Readings, Application Activities	Application Activities, Homework, Quizzes
Information Literacy / Technological Competency	Connect adaptive modules, online homework, digital readings, listening activities	Adaptive Learning, Homework, Practice
Personal & Civic Responsibility (cultural reflection/responsibility)	Discussions, cultural comparisons, oral activities, participation	Application Activities, Exams

Intermediate Spanish I

SPAN 2311.10LO

SPAN 2311.40LO

SPAN 2311.50LO

Fall 2026

Course Begins: Monday, August 24, 2026

Course Ends: Tuesday, December 8, 2026

Instructor: Mayra Camacho Cummings

Meeting: Paris Campus MS 212 | Greenville Center 124 | Sulphur Springs Center 108

Office: SSC 111

Phone: 903-885-1232 ext. 2209

Email: mcummings@parisjc.edu

Office Hours: M & W 8:00-10:00 & T & TR 7:30-9:30 SSC or By Appointment

Course Description:

SPAN 2311

Intermediate Spanish I (3rd semester Spanish) The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading, and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Approval Number: 16.0905.52 13 maximum SCH per student 3 maximum SCH per course 3 maximum contact hours per Course 80

SPAN 2311 is a hybrid course with BlackBoard online components

[See the end of the document for book access instructions.](#)

Required Textbook(s) and Materials

Dorwick, Thalia, and Ana María Pérez-Gironés. *Puntos: 2025 Release*. 12th ed., McGraw Hill, 2024.

Connect Platform (McGraw Hill): Students are required to access and complete all online assignments, activities, and assessments through the McGraw Hill Connect platform associated with the textbook as well as BlackBoard.

Course Goals and Objectives:

Learning Outcomes

Upon successful completion of this course, students will:

1. Summarize authentic spoken discourse produced by Spanish speakers of diverse origins.
2. Produce Spanish comprehensible to native speakers using complex grammatical structures to communicate analytical and interpretive information in both impromptu and prepared speech.
3. Demonstrate increasing comprehension of authentic written texts in a variety of genres.
4. Write evaluations and critiques at a high intermediate level using complex grammatical structures.
5. Formulate cohesive paragraphs and essays.
6. Interpret cultural practices and products of the Spanish-speaking world drawing on authentic materials including literature and the visual arts.

Program Learning Outcomes:

1. **Communication & Expression** - Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. **Critical & Creative Thinking** - Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities & Cultural Literacy** - Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. **Information Literacy** - Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. **Personal & Civic Responsibility** - Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Skills for Success in This Course

To be successful in this course, students will develop the ability to:

1. **Remember** – Recall vocabulary, structures, and meanings.
2. **Understand** – Explain meaning and recognize how and when language is used appropriately.
3. **Apply** – Use vocabulary and grammatical structures in a variety of communicative situations.
4. **Analyze** – Distinguish appropriate social settings, context, and language choices.
5. **Evaluate** – Revise, edit, paraphrase, and improve language use for clarity and accuracy.
6. **Create** – Produce original language, use circumlocution, and formulate creative responses in the target language.

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

In order to be successful in this course, the student must keep up with the assignments and quizzes and turn in all assignments by the due date (Tuesday 11:59 am) on Connect on a daily/weekly basis. Only 1 make-up exam is allowed. It is the student's responsibility to make arrangements for all make-up work, quizzes, exams, and assignments. **Online students will be allowed only one make-up test.** If there are other circumstances, the student must contact the instructor. Please keep up with the weekly work in the assignment folder. All late work will have point deductions on daily assignment grades (instructor discretion) as well as participation (20%).

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Face-to-face students must not have more than 3 absences. Taking calls and texting during lectures are not allowed in the classroom. The student will be asked to leave after the first warning. The student must arrive on time to be counted as present. It is the student's responsibility to make arrangements for all make-up classwork, quizzes, exams, and notes missed from class.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **NOV. 12, 2026**.

Class Attendance is recorded daily on the PJC system. It is the student's responsibility to make arrangements for all make-up classwork, quizzes, exams, and notes missed from class.

Online students will have attendance recorded by Wednesday are the Tuesday submission. If the weekly assignments are not submitted, it will count as ABSENT. **Online** students will be counted absent on Wednesdays if there is no homework submission. Email instructor to notify them that there were pc/laptop and or internet connectivity issues. PJC has computer labs on campus. It is the student's responsibility to have internet, pc/laptop, and knowledge on how to upload documents, videos, and audio files on Blackboard that are compatible with the instructor's computer. Please note that there are 4 exams and 2 presentations that may require an audio link. On Blackboard, quizzes or assignments may be labeled as a test due to a Blackboard format option that I select. If the assignment or quiz is not named **EXAM** on the grade book, it is a quiz or an assignment.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Classroom and Online Behavior- Please be respectful in class and when participating in the class and or forum discussions. Please note that subjects addressed and questions asked in the Blackboard discussion forum and during class lectures are intended for the student to think critically, express ideas that may be different from other students, engage in meaningful thought, and appreciate different cultural views. Please be nice. Please be open-minded. Please be respectful of different views and life experiences. Please no texting in class. Laptops are allowed for taking notes.

Mid-Term Grades: Paris Junior College instructors are required to enter mid-term grades during the ninth week of the semester. Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Official Report Date (ORD) and Participation: The Texas Higher Education Coordinating Board (THECB) requires that online students show active participation in the course prior to the Office Report Date (ORD), or they are to be dropped from the course on the **ORD 09/09/26**. In order to remain

enrolled in this course, *students must actively participate* in the course. ***Students must submit the Syllabus Quiz and BlackBoard discussion #1*** by class on **08/27/2026** to retain enrollment in the course. Failure to complete this quiz by the due date may result in dropping from the course before the Official Report Date (ORD).

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Assessment Category	Percentage of Final Grade
Adaptive Learning & Application-Based Activities	20%
Practice	15%
Homework	15%
Quizzes	20%
Exams	30%
Total	100%

What is My Average?

- Adaptive Learning / Application-Based: (Score) $\times$.20
- Practice/Participation: (Score) $\times$.15
- Homework: (Score) $\times$.15
- Exams: (Score) $\times$.30
- Quizzes: (Score) $\times$.20

Add all results together for the final grade.

Please also note that some assignments/quizzes/presentations/exams are graded with a rubric and there is a link on Blackboard that you can access.

Testing Center Information: PJC 903.782.0446-Greenville 903.454.9333-Sulphur Springs 903.885.1232

Core Curriculum SLO Alignment

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Connect Assignment Type	Critical Thinking Skills (CT)	Communication Skills (CS)	Personal Responsibility (PR)	Social Responsibility (SR)
Adaptive Learning Assignments	Analyze, evaluate, and synthesize grammatical structures and vocabulary through adaptive, mastery-based activities.	Interpret and apply language forms to demonstrate understanding of written and spoken Spanish.	Demonstrate self-directed learning, persistence, and accountability by completing individualized learning paths.	Engage with culturally contextualized content to develop intercultural competence and global awareness.

Practice & Application Activities	Apply and synthesize language skills in contextualized scenarios that require problem-solving and critical analysis.	Develop and express ideas through meaningful written and oral communication.	Take responsibility for active participation and successful completion of communicative tasks.	Apply language within authentic cultural and social contexts to strengthen intercultural competence.
Homework	Reinforce comprehension and application of grammar, vocabulary, and course concepts through structured practice.	Strengthen written communication and interpretive language skills.	Demonstrate responsibility through independent work, organization, and effective time management.	Increase awareness of cultural perspectives embedded in language use.
Quizzes	Demonstrate comprehension and application of targeted concepts through formative assessments.	Communicate understanding using accurate and appropriate Spanish.	Maintain consistent engagement and responsibility for ongoing learning.	Identify and interpret cultural elements presented in language and context.
Exams	Demonstrate analysis, evaluation, and synthesis of linguistic and cultural knowledge through cumulative assessments.	Effectively interpret and produce written and/or oral communication in Spanish.	Exhibit accountability, academic integrity, and preparedness.	Demonstrate understanding of the practices, perspectives, and products of Spanish- s

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below. IF changes occur students will be notified by email via *Blackboard Announcement and or email*.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence including notices of academic status, financial aid, billing, registration, and campus alerts will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Technical Difficulties: Computer access is available on campus. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

PJC IT Checklist

Please review the **PJC IT Checklist** <https://www.parisjc.edu/technology/pjc-it-checklist.php>, before the first day of class. It covers the technology you'll need to get started, including multi-factor authentication (MFA), which is required for all student accounts. MFA setup is included in Step 3. For technical help, email techsupport@parisjc.edu. All IT requests must go through the ticket system so your request can be tracked and addressed as quickly as possible. **Tech Support for the online workbook** - McGraw Hill Connect – Puntos de Partida

You will need access to **McGraw Hill Connect** for your *Puntos de Partida* assignments. If you have trouble registering, accessing Connect, or completing assignments, please contact McGraw Hill Support for assistance.

Phone: [\(800\) 331-5094](tel:(800)331-5094)

Online: [Submit a Support Request](#)

Chat: [Chat with a Representative](#)

Basic Computer Requirements: As a general rule, a computer manufactured within the last five years is adequate. In addition to the basic system requirements, some courses may also require a flash drive, webcam, common application software such as (Word, PowerPoint, Excel), and specialized software.

1. As a general rule, a computer manufactured within the last five years is adequate.
2. In addition to the basic system requirements, some courses may also require a flash drive, webcam, common application software such as (Word, PowerPoint, and Excel), and specialized software. Tablets and smartphones may not be adequate to perform all course functions.
3. Email techsupport@parisjc.edu for Blackboard technical assistance.

Accent Marks

Many Spanish words use accent marks, which can change the meaning of the word, and/or, change the stress of the word. As English speakers, these accent marks may mean nothing to you, but they are (*muy*) *importante* in the Spanish language. Learn them early, and they are not a big deal, actually becoming rather helpful in the language!

Typing Accent Marks How to type Spanish accents in Word?

Inserting accented letters with the menu bar or Ribbon

1. Open Microsoft **Word**.
2. Select the Insert tab on the Ribbon or click Insert in the menu bar.
3. On the Insert tab or the Insert drop-down, select the Symbol option, and click on Latin1-Supplement. Select the desired **accented** character.

Copy or Paste: áéíóú¿;ñ ÁÉÍÓÚ Ñ

Change Language Setting:

<https://support.office.com/en-us/article/change-the-language-office-uses-in-its-menus-and-proofing-tools-f5c54ff9-a6fa-4348-a43c-760e7ef148f8>

Course Schedule:

Click on the Connect link. Every week all assignments should be turned in by Tuesday 11:59 pm or unless otherwise indicated. All exams must be taken to pass the course. **SPAN 2311 Weekly Lesson Plan**

Important Dates

Every week the following assignments should be turned in by **Tuesday @11:59** pm. or unless otherwise indicated. Week #1 is due Tuesday of Week #2, however, students must submit the Syllabus Quiz and Blackboard discussion #1 by class on **08/27/2026** to be counted as present. If a student fails to submit the assignment, the PJC procedure indicates that the student will be DROPPED for non-participation. **Please see the due dates on Blackboard under the Weekly Assignments.**

All files including audio must be submitted and be compatible with my PC/LAPTOP. Please no MAC files. If Google Docs are submitted, please make sure you attach them and do not grant permission because I am given access and I am not able to access documents. LAB is weekly

Online Assignments (Connect / Course Activities):

Each chapter (Capítulos 1–5) includes a set of required online assignments designed to develop reading, pronunciation, vocabulary, grammar, culture, and communication skills. Chapter assignments include **reader activities, pronunciation practice, vocabulary and grammar homework, adaptive learning (ALA) modules, Salu2 practice, chapter quizzes, and recordable video chats (oral practice)**. Students will also complete **English grammar support activities, a Midterm Exam (Chapters 1–3), and a Comprehensive Final Exam (Chapters 1–5)**. All assignments must be completed by the posted due dates in Blackboard/Connect.

Course Schedule: – SPAN 2311 (Chapters 11–14)

Connect Instructions

1. Click on the Connect link provided in the course.

2. Follow the on-screen instructions to log in or create an account.
3. If you are a new user, select “**Register**” and enter the required course information.
4. If you already have an account, log in using your existing credentials.
5. Once logged in, navigate to the course dashboard and begin the assigned activities.

Blackboard Instructions

- Additional assignments, discussions, and course materials will be posted in Blackboard.
- Students are responsible for logging in regularly and completing all required discussion, posts and assignments.

Students are expected to check both **Connect** and **Blackboard** regularly for announcements and to ensure all assignments, discussions, quizzes, and exams are completed on time. **Weekly coursework is due each Tuesday by 11:59 p.m.**, unless otherwise noted. **All exams are required and must be completed in order to pass the course.**

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Dragon Now Course Material Information **Required Course Materials**

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
- Flex 2 Term: 10/28/2026

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Week	Chapter / Assessment	Topics / Focus	Assignments Due
Week 1	Course Introduction & Comprehensive Grammar Review	Course orientation; review of present indicative, preterite, imperfect, present subjunctive, commands, pronouns, and perfect tenses; vocabulary review; introduction to Connect/Lab activities	Course Orientation, Review Activities & Connect/Lab Practice
Week 2	Chapter 11: La salud	Health and wellness vocabulary; grammar review and application; communication skills; listening, speaking, reading, writing, culture, and authentic readings	Chapter 11 Connect Assignments & Application Activities
Week 3	Chapter 12: ¡Conectad@s!	Technology and communication vocabulary; informal commands; verbs derived from <i>poner</i> , <i>tener</i> , and <i>venir</i> ; present subjunctive; desires, requests, and influence; culture and readings	Chapter 12 Connect Assignments & Application Activities
Week 4	Chapter 13: El arte y la cultura	Art and culture vocabulary; ordinal numbers; expressions of likes and preferences; subjunctive with emotion, <i>ojalá</i> , doubt, and denial; cultural readings and application	Chapter 13 Connect Assignments & Application Activities
Week 5	Chapter 14: Las presiones de la vida & Comprehensive Review	Academic and life pressures; vocabulary and communication; grammar review and application; readings and culture; integrated review of Chapters 11–14; assessment preparation	Chapter 14 Connect Assignments, Application Activities & Comprehensive Review
Week 6	Assessment 1: Interpersonal Speaking Assessment 2: Listening Comprehension	Demonstrate interpersonal communication skills through spoken Spanish; demonstrate comprehension of spoken Spanish	Speaking Assessment & Listening Assessment

Week 7	Assessment 3:		
	Written Communication		
	Assessment 4:		
Week 8	Reading Comprehension	Demonstrate written communication using appropriate grammar and vocabulary; interpret written Spanish texts; compare cultural practices, products, and perspectives	Written Communication, Reading Comprehension & Cultural Comparison Assessments
	Assessment 5:		
	Cultural Comparison		
Week 8	Assessment 6:	Analyze Spanish language structures and demonstrate comprehensive mastery of course learning outcomes through grammar, vocabulary, communication, and cultural application	Language Analysis Assessment & Final Exam
	Language Analysis & Final Examination		

Program / Course Learning Outcomes	Connect Assignments & Assessments	Assessment Category
Communication & Expression (oral/written communication)	Salu2, Application-Based Activities, Homework, Video Chats, Quizzes, Exams	Homework, Application Activities, Quizzes, Exams
Critical & Creative Thinking (analyze/apply language concepts)	Adaptive Learning, Grammar Practice, Homework, Quizzes, Exams	Adaptive Learning, Practice, Quizzes, Exams
Humanities & Cultural Literacy (cultural understanding)	Cultural activities, Discussions, Readings, Application Activities	Application Activities, Homework, Quizzes
Information Literacy / Technological Competency	Connect adaptive modules, online homework, digital readings, listening activities	Adaptive Learning, Homework, Practice
Personal & Civic Responsibility (cultural reflection/responsibility)	Discussions, cultural comparisons, oral activities, participation	Application Activities, Exams

SPAN 2311.10M0
SPAN 2311.40M0
SPAN 2311.50M0
Intermediate Spanish I
Fall 2026-FLEX B

Course Begins: Monday, October 19, 2026 **Course Ends:** Tuesday, December 8, 2026

Instructor: Mayra Camacho Cummings

Meeting: Paris Campus MS 212 | Greenville Center 124 | Sulphur Springs Center 108

Office: SSC 111

Phone: 903-885-1232 ext. 2209

Email: mcummings@parisjc.edu

Office Hours: M & W 8:00-10:00 & T & TR 7:30-9:30 SSC or By Appointment

Course Description:

SPAN 2311

Intermediate Spanish I (3rd semester Spanish) The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading, and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Approval Number: 16.0905.52 13 maximum SCH per student 3 maximum SCH per course 3 maximum contact hours per Course 80

SPAN 2311 is a hybrid course with BlackBoard online components

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Required Textbook(s) and Materials

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Connect Platform (McGraw Hill): Students are required to access and complete all online assignments, activities, and assessments through the McGraw Hill Connect platform associated with the textbook as well as BlackBoard.

Course Goals and Objectives:

Learning Outcomes

Upon successful completion of this course, students will:

1. Summarize authentic spoken discourse produced by Spanish speakers of diverse origins.
2. Produce Spanish comprehensible to native speakers using complex grammatical structures to communicate analytical and interpretive information in both impromptu and prepared speech.
3. Demonstrate increasing comprehension of authentic written texts in a variety of genres.
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Program Learning Outcomes:

1. **Communication & Expression** - Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.

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Skills for Success in This Course

To be successful in this course, students will develop the ability to:

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3. **Apply** – Use vocabulary and grammatical structures in a variety of communicative situations.
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5. **Evaluate** – Revise, edit, paraphrase, and improve language use for clarity and accuracy.
6. **Create** – Produce original language, use circumlocution, and formulate creative responses in the target language.

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

In order to be successful in this course, the student must keep up with the assignments and quizzes and turn in all assignments by the due date (Tuesday 11:59 am) on Connect on a daily/weekly basis. Only 1 make-up exam is allowed. It is the student's responsibility to make arrangements for all make-up work, quizzes, exams, and assignments. **Online students will be allowed only one make-up test.** If there are other circumstances, the student must contact the instructor. Please keep up with the weekly work in the assignment folder. All late work will have point deductions on daily assignment grades (instructor discretion) as well as participation (20%).

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The last day for a student to withdraw from a course with a grade of "W" is **NOV. 24, 2026**.

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course. Failure to complete this quiz by the due date may result in dropping from the course before the Official Report Date (ORD).

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Assessment Category	Percentage of Final Grade
Adaptive Learning & Application-Based Activities	20%
Practice	15%
Homework	15%
Quizzes	20%
Exams	30%
Total	100%

What is My Average?

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- Practice/Participation: (Score) $\times$.15
- Homework: (Score) $\times$.15
- Exams: (Score) $\times$.30
- Quizzes: (Score) $\times$.20

Add all results together for the final grade.

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Core Curriculum SLO Alignment

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Connect Assignment Type	Critical Thinking Skills (CT)	Communication Skills (CS)	Personal Responsibility (PR)	Social Responsibility (SR)
Adaptive Learning Assignments	Analyze, evaluate, and synthesize grammatical structures and vocabulary through adaptive, mastery-based activities.	Interpret and apply language forms to demonstrate understanding of written and spoken Spanish.	Demonstrate self-directed learning, persistence, and accountability by completing individualized learning paths.	Engage with culturally contextualized content to develop intercultural competence and global awareness.
Practice & Application Activities	Apply and synthesize language skills in contextualized scenarios that require	Develop and express ideas through meaningful written and oral communication.	Take responsibility for active participation and successful	Apply language within authentic cultural and social contexts to strengthen

	problem-solving and critical analysis.		completion of communicative tasks.	intercultural competence.
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Typing Accent Marks How to type Spanish accents in Word?

Inserting accented letters with the menu bar or Ribbon

1. Open Microsoft **Word**.
2. Select the Insert tab on the Ribbon or click Insert in the menu bar.
3. On the Insert tab or the Insert drop-down, select the Symbol option, and click on Latin1-Supplement. Select the desired **accented** character.

Copy or Paste: áéíóú¿ñ ÁÉÍÓÚ Ñ

Change Language Setting:

<https://support.office.com/en-us/article/change-the-language-office-uses-in-its-menus-and-proofing-tools-f5c54ff9-a6fa-4348-a43c-760e7ef148f8>

Course Schedule:

Click on the Connect link. Every week all assignments should be turned in by Tuesday 11:59 pm or unless otherwise indicated. All exams must be taken to pass the course. **SPAN 2311 Weekly Lesson Plan**

Important Dates

Every week the following assignments should be turned in by **Tuesday @11:59 pm**. or unless otherwise indicated. Week #1 is due Tuesday of Week #2, however, students must submit the Syllabus Quiz and Blackboard discussion #1 by class on **08/27/2026** to be counted as present. If a student fails to submit the assignment, the PJC procedure indicates that the student will be DROPPED for non-participation. **Please see the due dates on Blackboard under the Weekly Assignments.**

All files including audio must be submitted and be compatible with my PC/LAPTOP. Please no MAC files. If Google Docs are submitted, please make sure you attach them and do not grant permission because I am given access and I am not able to access documents. LAB is weekly

Online Assignments (Connect / Course Activities):

Each chapter (Capítulos 1–5) includes a set of required online assignments designed to develop reading, pronunciation, vocabulary, grammar, culture, and communication skills. Chapter assignments include **reader activities, pronunciation practice, vocabulary and grammar homework, adaptive learning (ALA) modules, Salu2 practice, chapter quizzes, and recordable video chats (oral practice)**. Students will also complete **English grammar support activities, a Midterm Exam (Chapters 1–3), and a Comprehensive Final Exam (Chapters 1–5)**. All assignments must be completed by the posted due dates in Blackboard/Connect.

Course Schedule: – SPAN 2311 (Chapters 11–14)

Connect Instructions

1. Click on the Connect link provided in the course.
2. Follow the on-screen instructions to log in or create an account.
3. If you are a new user, select **“Register”** and enter the required course information.
4. If you already have an account, log in using your existing credentials.
5. Once logged in, navigate to the course dashboard and begin the assigned activities.

Blackboard Instructions

- Additional assignments, discussions, and course materials will be posted in Blackboard.

- Students are responsible for logging in regularly and completing all required discussion, posts and assignments.

Students are expected to check both **Connect** and **Blackboard** regularly for announcements and to ensure all assignments, discussions, quizzes, and exams are completed on time. **Weekly coursework is due each Tuesday by 11:59 p.m.**, unless otherwise noted. **All exams are required and must be completed in order to pass the course.**

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Dragon Now Course Material Information **Required Course Materials**

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
 - Flex 2 Term: 10/28/2026
1. Go to <https://ACCESSPortal.follett.com:443/1836>
 2. Create an account using your student email account
 3. Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
 4. You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Week	Chapter / Assessment	Topics / Focus	Assignments Due
Week 1	Course Introduction & Comprehensive Grammar Review	Course orientation; review of present indicative, preterite, imperfect, present subjunctive, commands, pronouns, and perfect tenses; vocabulary review; introduction to Connect/Lab activities	Course Orientation, Review Activities & Connect/Lab Practice
Week 2	Chapter 11: La salud	Health and wellness vocabulary; grammar review and application; communication skills; listening, speaking, reading, writing, culture, and authentic readings	Chapter 11 Connect Assignments & Application Activities
Week 3	Chapter 12: ¡Conectad@s!	Technology and communication vocabulary; informal commands; verbs derived from <i>poner</i> , <i>tener</i> , and <i>venir</i> ; present subjunctive; desires, requests, and influence; culture and readings	Chapter 12 Connect Assignments & Application Activities
Week 4	Chapter 13: El arte y la cultura	Art and culture vocabulary; ordinal numbers; expressions of likes and preferences; subjunctive with emotion, <i>ojalá</i> , doubt, and denial; cultural readings and application	Chapter 13 Connect Assignments & Application Activities
Week 5	Chapter 14: Las presiones de la vida & Comprehensive Review	Academic and life pressures; vocabulary and communication; grammar review and application; readings and culture; integrated review of Chapters 11–14; assessment preparation	Chapter 14 Connect Assignments, Application Activities & Comprehensive Review
Week 6	Assessment 1: Interpersonal Speaking Assessment 2: Listening Comprehension	Demonstrate interpersonal communication skills through spoken Spanish; demonstrate comprehension of spoken Spanish	Speaking Assessment & Listening Assessment
Week 7	Assessment 3: Written Communication Assessment 4: Reading Comprehension Assessment 5:	Demonstrate written communication using appropriate grammar and vocabulary; interpret written Spanish texts; compare cultural practices, products, and perspectives	Written Communication, Reading Comprehension & Cultural Comparison Assessments

Week 8	Cultural Comparison	Analyze Spanish language structures and demonstrate comprehensive mastery of course learning outcomes through grammar, vocabulary, communication, and cultural application	Language Analysis Assessment & Final Exam
	Assessment 6: Language Analysis & Final Examination		

Program / Course Learning Outcomes	Connect Assignments & Assessments	Assessment Category
Communication & Expression (oral/written communication)	Salu2, Application-Based Activities, Homework, Video Chats, Quizzes, Exams	Homework, Application Activities, Quizzes, Exams
Critical & Creative Thinking (analyze/apply language concepts)	Adaptive Learning, Grammar Practice, Homework, Quizzes, Exams	Adaptive Learning, Practice, Quizzes, Exams
Humanities & Cultural Literacy (cultural understanding)	Cultural activities, Discussions, Readings, Application Activities	Application Activities, Homework, Quizzes
Information Literacy / Technological Competency	Connect adaptive modules, online homework, digital readings, listening activities	Adaptive Learning, Homework, Practice
Personal & Civic Responsibility (cultural reflection/responsibility)	Discussions, cultural comparisons, oral activities, participation	Application Activities, Exams

SPAN 2312.10M0
SPAN 2312.400M0
SPAN 2312.50M0

Intermediate Spanish I
Fall 2026

Course Begins: Monday, August 24, 2026 **Course Ends:** Tuesday, December 8, 2026
Instructor: Mayra Camacho Cummings
Meeting: Locations: Greenville Center 124 | Sulphur Springs Center 108 | PJC MS 212

Office: SSC 111 **Phone:** 903-885-1232 ext. 2209
Email: mcummings@parisjc.edu

Office Hours: M & W 8:00-10:00 | T & TR 7:30-9:30 @SSC

Course Description:
SPAN 2312

SPAN 2312 Intermediate Spanish II (4th semester Spanish) The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Required Textbook(s) and Materials

Dorwick, Thalia, and Ana María Pérez-Gironés. *Puntos: 2025 Release*. 12th ed., McGraw Hill, 2024.

Connect Platform (McGraw Hill):

Students are required to access and complete all online assignments, activities, and assessments through the McGraw Hill Connect platform associated with the textbook as well as BlackBoard.

Course Goals and Objectives:

Learning Outcomes Upon successful completion of this course, students will: Engage in conversations using level-appropriate grammatical structures including narrating events that take place in the present and producing questions and responses on a variety of topics dealing with everyday life. Demonstrate understanding of level-appropriate spoken Spanish. Write simple sentences and organize them into short paragraphs. Read and comprehend level-appropriate texts. Identify and discuss traditions, customs and values of the Hispanic world. Compare and contrast the traditions, customs and values of the Hispanic world with characteristics of their own culture.

Learning Outcomes

Upon successful completion of this course, students will:

1. **Summarize** authentic spoken discourse produced by Spanish speakers of diverse origins.
2. **Produce Spanish** comprehensible to native speakers using complex grammatical structures to communicate analytical and interpretive information in both impromptu and prepared speech.
3. **Demonstrate increasing comprehension** of authentic written texts in a variety of genres.
4. **Write evaluations and critiques** at a high intermediate level using complex grammatical structures.
5. **Formulate** cohesive paragraphs and essays.
6. **Interpret** cultural practices and products of the Spanish-speaking world drawing on authentic materials, including literature and the visual arts.

Program Learning Outcomes:

1. **Communication & Expression** - Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. **Critical & Creative Thinking** - Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities & Cultural Literacy** - Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. **Information Literacy** - Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. **Personal & Civic Responsibility** - Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Skills for Success in This Course

To be successful in this course, students will develop the ability to:

1. **Remember** – Recall vocabulary, structures, and meanings.
2. **Understand** – Explain meaning and recognize how and when language is used appropriately.
3. **Apply** – Use vocabulary and grammatical structures in a variety of communicative situations.
4. **Analyze** – Distinguish appropriate social settings, context, and language choices.
5. **Evaluate** – Revise, edit, paraphrase, and improve language use for clarity and accuracy.
6. **Create** – Produce original language, use circumlocution, and formulate creative responses in the target language.

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

In order to be successful in this course, the student must keep up with the assignments and quizzes and turn in all assignments by the due date (Tuesday 11:59 am) on Connect on a daily/weekly basis. Only 1 make-up exam is allowed. It is the student's responsibility to make arrangements for all make-up work, quizzes, exams, and assignments. **Online students will be allowed only one make-up test.** If there are other circumstances, the student must contact the instructor. Please keep up with the weekly work in the assignment folder. All late work will have point deductions on daily assignment grades (instructor discretion) as well as participation (20%).

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Face-to-face students must not have more than 3 absences. Taking calls and texting during lectures are not allowed in the classroom. The student will be asked to leave after the first warning. The student must arrive on time to be counted as present. It is the student's responsibility to make arrangements for all make-up classwork, quizzes, exams, and notes missed from class.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **NOV. 12, 2026**.

Class Attendance is recorded daily on the PJC system. It is the student's responsibility to make arrangements for all make-up classwork, quizzes, exams, and notes missed from class.

Online students will have attendance recorded by Wednesday are the Tuesday submission. If the weekly assignments are not submitted, it will count as ABSENT. **Online** students will be counted absent on Wednesdays if there is no homework submission. Email instructor to notify them that there were pc/laptop and or internet connectivity issues. PJC has computer labs on campus. It is the student's responsibility to have internet, pc/laptop, and knowledge on how to upload documents, videos, and audio files on Blackboard that are compatible with the instructor's computer. Please note that there are 4 exams and 2 presentations that may require an audio link. On Blackboard, quizzes or assignments may be labeled as a test due to a Blackboard format option that I select. If the assignment or quiz is not named **EXAM** on the grade book, it is a quiz or an assignment.

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Inserting accented letters with the menu bar or Ribbon

1. Open Microsoft **Word**.
2. Select the Insert tab on the Ribbon or click Insert in the menu bar.
3. On the Insert tab or the Insert drop-down, select the Symbol option, and click on Latin1-Supplement. Select the desired **accented** character.

Copy or Paste: áéíóú¿ñ ÁÉÍÓÚ Ñ

Change Language Setting:

<https://support.office.com/en-us/article/change-the-language-office-uses-in-its-menus-and-proofing-tools-f5c54ff9-a6fa-4348-a43c-760e7ef148f8>

Course Schedule:

Click on the Connect link. Every week all assignments should be turned in by Tuesday 11:59 pm or unless otherwise indicated. All exams must be taken to pass the course. **SPAN 2312 Weekly Lesson Plan**

Important Dates

Every week the following assignments should be turned in by **Tuesday @11:59 pm**. or unless otherwise indicated. Week #1 is due Tuesday of Week #2, however, students must submit the Syllabus Quiz and Blackboard discussion #1 by class on **08/27/2026** to be counted as present. If a student fails to submit the

assignment, the PJC procedure indicates that the student will be DROPPED for non-participation. **Please see the due dates on Blackboard under the Weekly Assignments.**

All files including audio must be submitted and be compatible with my PC/LAPTOP. Please no MAC files. If Google Docs are submitted, please make sure you attach them and do not grant permission because I am given access and I am not able to access documents. LAB is weekly

Online Assignments (Connect / Course Activities):

Each chapter (Capítulos 1–5) includes a set of required online assignments designed to develop reading, pronunciation, vocabulary, grammar, culture, and communication skills. Chapter assignments include **reader activities, pronunciation practice, vocabulary and grammar homework, adaptive learning (ALA) modules, Salu2 practice, chapter quizzes, and recordable video chats (oral practice)**. Students will also complete **English grammar support activities, a Midterm Exam (Chapters 1–3), and a Comprehensive Final Exam (Chapters 1–5)**. All assignments must be completed by the posted due dates in Blackboard/Connect.

Course Schedule: – SPAN 2312 (Chapters 15–18)

Connect Instructions

1. Click on the Connect link provided in the course.
2. Follow the on-screen instructions to log in or create an account.
3. If you are a new user, select “**Register**” and enter the required course information.
4. If you already have an account, log in using your existing credentials.
5. Once logged in, navigate to the course dashboard and begin the assigned activities.

Blackboard Instructions

- Additional assignments, discussions, and course materials will be posted in Blackboard.
- Students are responsible for logging in regularly and completing all required discussion, posts and assignments.

Students are expected to check both **Connect** and **Blackboard** regularly for announcements and to ensure all assignments, discussions, quizzes, and exams are completed on time. **Weekly coursework is due each Tuesday by 11:59 p.m.**, unless otherwise noted. **All exams are required and must be completed in order to pass the course.**

Course Schedule: Chapters Review - Chapters 15–18

Week	Chapter / Assessment	Topics / Focus	Assignments Due
Week 1	Course Introduction & Grammar Review	Review of present, preterite, imperfect, subjunctive, and perfect tenses; introduction to literature, vocabulary, culture, and Connect/Lab activities	Review Activities & Course Orientation
Week 2	Chapter 15: La tecnología y el mundo actual	Technology, media, and communication; formal commands; present perfect; culture, readings, and Connect activities	Chapter 15 Connect Assignments
Week 3	Chapter 15: La tecnología y el mundo actual	Grammar and vocabulary application; listening, speaking, reading, writing, culture, and literature	Chapter 15 Connect & Application Activities

Week	Chapter / Assessment	Topics / Focus	Assignments Due
Week 4	Chapter 16: La naturaleza	Nature and the environment; future and conditional; vocabulary, culture, readings, and communication	Chapter 16 Connect Assignments
Week 5	Chapter 16: La naturaleza	Grammar application; <i>si</i> clauses and future/conditional review; culture, literature, and communication	Chapter 16 Connect & Application Activities
Week 6	Chapter 17: Las relaciones personales	Relationships and interpersonal communication; advanced subjunctive; vocabulary, culture, and readings	Chapter 17 Connect Assignments
Week 7	Chapter 17: Las relaciones personales	Subjunctive application, communication skills, cultural perspectives, literature, and language practice	Chapter 17 Connect & Application Activities
Week 8	Chapter 18: El arte y la cultura	Art, culture, and cultural expression; vocabulary, grammar review, readings, and communication	Chapter 18 Connect Assignments
Week 9	Chapter 18: El arte y la cultura	Integrated grammar, vocabulary, listening, speaking, reading, writing, culture, and literature	Chapter 18 Connect & Application Activities
Week 10	Chapters 15–18 Comprehensive Review	Integrated review of vocabulary, grammar, reading, listening, writing, and speaking; assessment preparation	Review Activities & Practice
Week 11	Assessment 1: Interpersonal Speaking	Demonstrate interpersonal communication skills through spoken Spanish	Speaking Assessment
Week 12	Assessment 2: Listening Comprehension	Demonstrate comprehension of spoken Spanish	Listening Assessment
Week 13	Assessment 3: Written Communication	Demonstrate written communication using appropriate grammar and vocabulary	Written Communication Assessment
Week 14	Assessment 4: Reading Comprehension	Demonstrate comprehension of written Spanish texts	Reading Comprehension Assessment

Week	Chapter / Assessment	Topics / Focus	Assignments Due
Week 15	Assessment 5: Cultural Comparison & Assessment 6: Language Analysis	Compare cultural perspectives and analyze language structures	Cultural Comparison & Language Analysis Assessments
Week 16	Final Examination	Comprehensive assessment of course learning outcomes and Spanish language proficiency	

Program / Course Learning Outcomes	Connect Assignments & Assessments	Assessment Category
Communication & Expression (oral/written communication)	Salu2, Application-Based Activities, Homework, Video Chats, Quizzes, Exams	Homework, Application Activities, Quizzes, Exams
Critical & Creative Thinking (analyze/apply language concepts)	Adaptive Learning, Grammar Practice, Homework, Quizzes, Exams	Adaptive Learning, Practice, Quizzes, Exams
Humanities & Cultural Literacy (cultural understanding)	Cultural activities, Discussions, Readings, Application Activities	Application Activities, Homework, Quizzes
Information Literacy / Technological Competency	Connect adaptive modules, online homework, digital readings, listening activities	Adaptive Learning, Homework, Practice
Personal & Civic Responsibility (cultural reflection/responsibility)	Discussions, cultural comparisons, oral activities, participation	Application Activities, Exams

Course Learning Outcomes Assessed

Course Learning Outcomes	Primary Assessments
Speaking & Interpersonal Communication	Application Activities, Video Chats, Exams
Listening Comprehension	Practice, Quizzes, Exams
Writing in Spanish	Homework, Application Activities, Exams
Reading Comprehension	Homework, Quizzes, Exams
Cultural Knowledge & Comparisons	Cultural Activities, Discussions, Exams

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Dragon Now Course Material Information

Required Course Materials

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

· Fall Main & Flex 1 Term: 9/11/2026

· Flex 2 Term: 10/28/2026

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

SPAN 2312.20D0
Intermediate Spanish I
Fall 2026

Course Begins: Monday, August 24, 2026

Course Ends: Tuesday, December 8, 2026

Instructor: Mayra Camacho Cummings

Meeting: Online

Office: SSC 111

Phone: 903-885-1232 ext. 2209

Email: mcummings@parisjc.edu

Office Hours: Office Hours: M & W 8:00-10:00 | T & TR 7:30-9:30 @SSC

Course Description:

SPAN 2312

SPAN 2312 Intermediate Spanish II (4th semester Spanish) The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Required Textbook(s) and Materials

Dorwick, Thalia, and Ana María Pérez-Gironés. *Puntos: 2025 Release*. 12th ed., McGraw Hill, 2024.

Connect Platform (McGraw Hill):

Students are required to access and complete all online assignments, activities, and assessments through the McGraw Hill Connect platform associated with the textbook as well as BlackBoard.

Course Goals and Objectives:

Learning Outcomes Upon successful completion of this course, students will: Engage in conversations using level-appropriate grammatical structures including narrating events that take place in the present and producing questions and responses on a variety of topics dealing with everyday life. Demonstrate understanding of level-appropriate spoken Spanish. Write simple sentences and organize them into short paragraphs. Read and comprehend level-appropriate texts. Identify and discuss traditions, customs and values of the Hispanic world. Compare and contrast the traditions, customs and values of the Hispanic world with characteristics of their own culture.

Learning Outcomes

Upon successful completion of this course, students will:

1. **Summarize** authentic spoken discourse produced by Spanish speakers of diverse origins.
2. **Produce Spanish** comprehensible to native speakers using complex grammatical structures to communicate analytical and interpretive information in both impromptu and prepared speech.

3. **Demonstrate increasing comprehension** of authentic written texts in a variety of genres.
4. **Write evaluations and critiques** at a high intermediate level using complex grammatical structures.
5. **Formulate** cohesive paragraphs and essays.
6. **Interpret** cultural practices and products of the Spanish-speaking world drawing on authentic materials, including literature and the visual arts.

Program Learning Outcomes:

1. **Communication & Expression** - Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. **Critical & Creative Thinking** - Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities & Cultural Literacy** - Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. **Information Literacy** - Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. **Personal & Civic Responsibility** - Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Skills for Success in This Course

To be successful in this course, students will develop the ability to:

1. **Remember** – Recall vocabulary, structures, and meanings.
2. **Understand** – Explain meaning and recognize how and when language is used appropriately.
3. **Apply** – Use vocabulary and grammatical structures in a variety of communicative situations.
4. **Analyze** – Distinguish appropriate social settings, context, and language choices.
5. **Evaluate** – Revise, edit, paraphrase, and improve language use for clarity and accuracy.
6. **Create** – Produce original language, use circumlocution, and formulate creative responses in the target language.

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

In order to be successful in this course, the student must keep up with the assignments and quizzes and turn in all assignments by the due date (Tuesday 11:59 am) on Connect on a daily/weekly basis. Only 1 make-up exam is allowed. It is the student's responsibility to make arrangements for all make-up work,

quizzes, exams, and assignments. **Online students will be allowed only one make-up test.** If there are other circumstances, the student must contact the instructor. Please keep up with the weekly work in the assignment folder. All late work will have point deductions on daily assignment grades (instructor discretion) as well as participation (20%).

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Face-to-face students must not have more than 3 absences. Taking calls and texting during lectures are not allowed in the classroom. The student will be asked to leave after the first warning. The student must arrive on time to be counted as present. It is the student's responsibility to make arrangements for all make-up classwork, quizzes, exams, and notes missed from class.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **NOV. 12, 2026**.

Class Attendance is recorded daily on the PJC system. It is the student's responsibility to make arrangements for all make-up classwork, quizzes, exams, and notes missed from class.

Online students will have attendance recorded by Wednesday are the Tuesday submission. If the weekly assignments are not submitted, it will count as ABSENT. **Online** students will be counted absent on Wednesdays if there is no homework submission. Email instructor to notify them that there were pc/laptop and or internet connectivity issues. PJC has computer labs on campus. It is the student's responsibility to have internet, pc/laptop, and knowledge on how to upload documents, videos, and audio files on Blackboard that are compatible with the instructor's computer. Please note that there are 4 exams and 2 presentations that may require an audio link. On Blackboard, quizzes or assignments may be labeled as a test due to a Blackboard format option that I select. If the assignment or quiz is not named **EXAM** on the grade book, it is a quiz or an assignment.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Classroom and Online Behavior- Please be respectful in class and when participating in the class and or forum discussions. Please note that subjects addressed and questions asked in the Blackboard discussion forum and during class lectures are intended for the student to think critically, express ideas that may be different from other students, engage in meaningful thought, and appreciate different cultural views.

Please be nice. Please be open-minded. Please be respectful of different views and life experiences. Please no texting in class. Laptops are allowed for taking notes.

Mid-Term Grades: Paris Junior College instructors are required to enter mid-term grades during the ninth week of the semester. Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Official Report Date (ORD) and Participation: The Texas Higher Education Coordinating Board (THECB) requires that online students show active participation in the course prior to the Office Report Date (ORD), or they are to be dropped from the course on the **ORD 09/09/26**. In order to remain enrolled in this course, *students must actively participate* in the course. ***Students must submit the Syllabus Quiz and BlackBoard discussion #1 by class on 08/27/2026 to retain enrollment in the course.*** Failure to complete this quiz by the due date may result in dropping from the course before the Official Report Date (ORD).

- ☐
- ☐

Assessment Category	Percentage of Final Grade
Adaptive Learning & Application-Based Activities	20%
Practice	15%
Homework	15%
Quizzes	20%
Exams	30%
Total	100%

What is My Average?

- Adaptive Learning / Application-Based: (Score) $\times$.20
- Practice/Participation: (Score) $\times$.15
- Homework: (Score) $\times$.15
- Exams: (Score) $\times$.30
- Quizzes: (Score) $\times$.20

Add all results together for the final grade.

Please also note that some assignments/quizzes/presentations/exams are graded with a rubric and there is a link on Blackboard that you can access.

Testing Center Information: PJC 903.782.0446-Greenville 903.454.9333-Sulphur Springs 903.885.1232

Core Curriculum SLO Alignment

- ☐
- ☐

Connect Assignment Type	Critical Thinking Skills (CT)	Communication Skills (CS)	Personal Responsibility (PR)	Social Responsibility (SR)
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Adaptive Learning Assignments	Analyze, evaluate, and synthesize grammatical structures and vocabulary through adaptive, mastery-based activities.	Interpret and apply language forms to demonstrate understanding of written and spoken Spanish.	Demonstrate self-directed learning, persistence, and accountability by completing individualized learning paths.	Engage with culturally contextualized content to develop intercultural competence and global awareness.
Practice & Application Activities	Apply and synthesize language skills in contextualized scenarios that require problem-solving and critical analysis.	Develop and express ideas through meaningful written and oral communication.	Take responsibility for active participation and successful completion of communicative tasks.	Apply language within authentic cultural and social contexts to strengthen intercultural competence.
Homework	Reinforce comprehension and application of grammar, vocabulary, and course concepts through structured practice.	Strengthen written communication and interpretive language skills.	Demonstrate responsibility through independent work, organization, and effective time management.	Increase awareness of cultural perspectives embedded in language use.
Quizzes	Demonstrate comprehension and application of targeted concepts through formative assessments.	Communicate understanding using accurate and appropriate Spanish.	Maintain consistent engagement and responsibility for ongoing learning.	Identify and interpret cultural elements presented in language and context.
Exams	Demonstrate analysis, evaluation, and synthesis of linguistic and cultural knowledge through cumulative assessments.	Effectively interpret and produce written and/or oral communication in Spanish.	Exhibit accountability, academic integrity, and preparedness.	Demonstrate understanding of the practices, perspectives, and products of Spanish- s

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work

(including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below. IF changes occur students will be notified by email via *Blackboard Announcement and or email*.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence including notices of academic status, financial aid, billing, registration, and campus alerts will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Technical Difficulties: Computer access is available on campus. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

PJC IT Checklist

Please review the **PJC IT Checklist** <https://www.parisjc.edu/technology/pjc-it-checklist.php>, before the first day of class. It covers the technology you'll need to get started, including multi-factor authentication (MFA), which is required for all student accounts. MFA setup is included in Step 3. For technical help, email techsupport@parisjc.edu. All IT requests must go through the ticket system so your request can be tracked and addressed as quickly as possible. Tech Support for the online workbook - McGraw Hill Connect – Puntos de Partida

You will need access to **McGraw Hill Connect** for your *Puntos de Partida* assignments. If you have trouble registering, accessing Connect, or completing assignments, please contact McGraw Hill Support for assistance.

Phone: [\(800\) 331-5094](tel:8003315094)

Online: [Submit a Support Request](#)

Chat: [Chat with a Representative](#)

Basic Computer Requirements: As a general rule, a computer manufactured within the last five years is adequate. In addition to the basic system requirements, some courses may also require a flash drive, webcam, common application software such as (Word, PowerPoint, Excel), and specialized software.

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2. In addition to the basic system requirements, some courses may also require a flash drive, webcam, common application software such as (Word, PowerPoint, and Excel), and specialized software. Tablets and smartphones may not be adequate to perform all course functions.
3. Email techsupport@parisjc.edu for Blackboard technical assistance.

Accent Marks

Many Spanish words use accent marks, which can change the meaning of the word, and/or, change the stress of the word. As English speakers, these accent marks may mean nothing to you, but they are (*mu*y) *importante* in the Spanish language. Learn them early, and they are not a big deal, actually becoming rather helpful in the language!

Typing Accent Marks How to type Spanish accents in Word?

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Copy or Paste: áéíóú¿;ñ ÁÉÍÓÚ Ñ

Change Language Setting:

<https://support.office.com/en-us/article/change-the-language-office-uses-in-its-menus-and-proofing-tools-f5c54ff9-a6fa-4348-a43c-760e7ef148f8>

Course Schedule:

Click on the Connect link. Every week all assignments should be turned in by Tuesday 11:59 pm or unless otherwise indicated. All exams must be taken to pass the course. **SPAN 1411 Weekly Lesson Plan**

Important Dates

Every week the following assignments should be turned in by **Tuesday @11:59** pm. or unless otherwise indicated. Week #1 is due Tuesday of Week #2, however, students must submit the Syllabus Quiz and Blackboard discussion #1 by class on **08/27/2026** to be counted as present. If a student fails to submit the assignment, the PJC procedure indicates that the student will be DROPPED for non-participation. **Please see the due dates on Blackboard under the Weekly Assignments.**

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Course Schedule: – SPAN 1411 (Chapters 1–5)

Connect Instructions

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Course Learning Outcomes Assessed

Course Learning Outcomes	Primary Assessments
Speaking & Interpersonal Communication	Application Activities, Video Chats, Exams
Listening Comprehension	Practice, Quizzes, Exams
Writing in Spanish	Homework, Application Activities, Exams
Reading Comprehension	Homework, Quizzes, Exams
Cultural Knowledge & Comparisons	Cultural Activities, Discussions, Exams

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Dragon Now Course Material Information

Required Course Materials

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
 - Flex 2 Term: 10/28/2026
1. Go to <https://ACCESSPortal.follett.com:443/1836>
 2. Create an account using your student email account
 3. Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
 4. You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

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SPAN 2312.10M0
SPAN 2312.400M0
SPAN 2312.50M0

Intermediate Spanish I
Fall 2026

Course Begins: Monday, August 24, 2026 **Course Ends:** Tuesday, December 8, 2026
Instructor: Mayra Camacho Cummings
Meeting: Locations: Greenville Center 124 | Sulphur Springs Center 108 | PJC MS 212

Office: SSC 111 **Phone:** 903-885-1232 ext. 2209
Email: mcummings@parisjc.edu

Office Hours: M & W 8:00-10:00 | T & TR 7:30-9:30 @SSC

Course Description:
SPAN 2312

SPAN 2312 Intermediate Spanish II (4th semester Spanish) The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Required Textbook(s) and Materials

Dorwick, Thalia, and Ana María Pérez-Gironés. *Puntos: 2025 Release*. 12th ed., McGraw Hill, 2024.

Connect Platform (McGraw Hill):

Students are required to access and complete all online assignments, activities, and assessments through the McGraw Hill Connect platform associated with the textbook as well as BlackBoard.

Course Goals and Objectives:

Learning Outcomes Upon successful completion of this course, students will: Engage in conversations using level-appropriate grammatical structures including narrating events that take place in the present and producing questions and responses on a variety of topics dealing with everyday life. Demonstrate understanding of level-appropriate spoken Spanish. Write simple sentences and organize them into short paragraphs. Read and comprehend level-appropriate texts. Identify and discuss traditions, customs and values of the Hispanic world. Compare and contrast the traditions, customs and values of the Hispanic world with characteristics of their own culture.

Learning Outcomes

Upon successful completion of this course, students will:

1. **Summarize** authentic spoken discourse produced by Spanish speakers of diverse origins.
2. **Produce Spanish** comprehensible to native speakers using complex grammatical structures to communicate analytical and interpretive information in both impromptu and prepared speech.
3. **Demonstrate increasing comprehension** of authentic written texts in a variety of genres.
4. **Write evaluations and critiques** at a high intermediate level using complex grammatical structures.
5. **Formulate** cohesive paragraphs and essays.
6. **Interpret** cultural practices and products of the Spanish-speaking world drawing on authentic materials, including literature and the visual arts.

Program Learning Outcomes:

1. **Communication & Expression** - Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. **Critical & Creative Thinking** - Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities & Cultural Literacy** - Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. **Information Literacy** - Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
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Skills for Success in This Course

To be successful in this course, students will develop the ability to:

1. **Remember** – Recall vocabulary, structures, and meanings.
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Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

In order to be successful in this course, the student must keep up with the assignments and quizzes and turn in all assignments by the due date (Tuesday 11:59 am) on Connect on a daily/weekly basis. Only 1 make-up exam is allowed. It is the student's responsibility to make arrangements for all make-up work, quizzes, exams, and assignments. **Online students will be allowed only one make-up test.** If there are other circumstances, the student must contact the instructor. Please keep up with the weekly work in the assignment folder. All late work will have point deductions on daily assignment grades (instructor discretion) as well as participation (20%).

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Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **NOV. 12, 2026**.

Class Attendance is recorded daily on the PJC system. It is the student's responsibility to make arrangements for all make-up classwork, quizzes, exams, and notes missed from class.

Online students will have attendance recorded by Wednesday are the Tuesday submission. If the weekly assignments are not submitted, it will count as ABSENT. **Online** students will be counted absent on Wednesdays if there is no homework submission. Email instructor to notify them that there were pc/laptop and or internet connectivity issues. PJC has computer labs on campus. It is the student's responsibility to have internet, pc/laptop, and knowledge on how to upload documents, videos, and audio files on Blackboard that are compatible with the instructor's computer. Please note that there are 4 exams and 2 presentations that may require an audio link. On Blackboard, quizzes or assignments may be labeled as a test due to a Blackboard format option that I select. If the assignment or quiz is not named **EXAM** on the grade book, it is a quiz or an assignment.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Classroom and Online Behavior- Please be respectful in class and when participating in the class and or forum discussions. Please note that subjects addressed and questions asked in the Blackboard discussion forum and during class lectures are intended for the student to think critically, express ideas that may be different from other students, engage in meaningful thought, and appreciate different cultural views. Please be nice. Please be open-minded. Please be respectful of different views and life experiences. Please no texting in class. Laptops are allowed for taking notes.

Mid-Term Grades: Paris Junior College instructors are required to enter mid-term grades during the ninth week of the semester. Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Official Report Date (ORD) and Participation: The Texas Higher Education Coordinating Board (THECB) requires that online students show active participation in the course prior to the Office Report Date (ORD), or they are to be dropped from the course on the **ORD 09/09/26**. In order to remain enrolled in this course, *students must actively participate* in the course. ***Students must submit the Syllabus Quiz and BlackBoard discussion #1 by class on 08/27/2026 to retain enrollment in the course.*** Failure to complete this quiz by the due date may result in dropping from the course before the Official Report Date (ORD).

- ☐
- ☐

Assessment Category	Percentage of Final Grade
Adaptive Learning & Application-Based Activities	20%
Practice	15%
Homework	15%
Quizzes	20%
Exams	30%
Total	100%

What is My Average?

- Adaptive Learning / Application-Based: (Score) $\times$.20
- Practice/Participation: (Score) $\times$.15
- Homework: (Score) $\times$.15
- Exams: (Score) $\times$.30
- Quizzes: (Score) $\times$.20

Add all results together for the final grade.

Please also note that some assignments/quizzes/presentations/exams are graded with a rubric and there is a link on Blackboard that you can access.

Testing Center Information: PJC 903.782.0446-Greenville 903.454.9333-Sulphur Springs 903.885.1232

Core Curriculum SLO Alignment

- ☐
- ☐

Connect Assignment Type	Critical Thinking Skills (CT)	Communication Skills (CS)	Personal Responsibility (PR)	Social Responsibility (SR)
Adaptive Learning Assignments	Analyze, evaluate, and synthesize grammatical structures and vocabulary through adaptive, mastery-based activities.	Interpret and apply language forms to demonstrate understanding of written and spoken Spanish.	Demonstrate self-directed learning, persistence, and accountability by completing individualized learning paths.	Engage with culturally contextualized content to develop intercultural competence and global awareness.
Practice & Application Activities	Apply and synthesize language skills in contextualized scenarios that require problem-solving and critical analysis.	Develop and express ideas through meaningful written and oral communication.	Take responsibility for active participation and successful completion of communicative tasks.	Apply language within authentic cultural and social contexts to strengthen intercultural competence.
Homework	Reinforce comprehension and application of grammar, vocabulary, and course concepts through structured practice.	Strengthen written communication and interpretive language skills.	Demonstrate responsibility through independent work, organization, and effective time management.	Increase awareness of cultural perspectives embedded in language use.
Quizzes	Demonstrate comprehension and application of targeted concepts through formative assessments.	Communicate understanding using accurate and appropriate Spanish.	Maintain consistent engagement and responsibility for ongoing learning.	Identify and interpret cultural elements presented in language and context.
Exams	Demonstrate analysis, evaluation, and synthesis of linguistic and cultural knowledge through cumulative assessments.	Effectively interpret and produce written and/or oral communication in Spanish.	Exhibit accountability, academic integrity, and preparedness.	Demonstrate understanding of the practices, perspectives, and products of Spanish- s

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through

such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below. IF changes occur students will be notified by email via *Blackboard Announcement and or email.*

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence including notices of academic status, financial aid, billing, registration, and campus alerts will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Technical Difficulties: Computer access is available on campus. Technical issues are not an excuse to miss deadlines. This is why assignments should not be put off until near the deadline.

PJC IT Checklist

Please review the **PJC IT Checklist** <https://www.parisjc.edu/technology/pjc-it-checklist.php>, before the first day of class. It covers the technology you'll need to get started, including multi-factor authentication (MFA), which is required for all student accounts. MFA setup is included in Step 3. For technical help, email techsupport@parisjc.edu. All IT requests must go through the ticket system so your request can be tracked and addressed as quickly as possible. Tech Support for the online workbook - **McGraw Hill Connect – Puntos de Partida**

You will need access to **McGraw Hill Connect** for your *Puntos de Partida* assignments. If you have trouble registering, accessing Connect, or completing assignments, please contact McGraw Hill Support for assistance.

Phone: [\(800\) 331-5094](tel:8003315094)

Online: [Submit a Support Request](#)

Chat: [Chat with a Representative](#)

Basic Computer Requirements: As a general rule, a computer manufactured within the last five years is adequate. In addition to the basic system requirements, some courses may also require a flash drive, webcam, common application software such as (Word, PowerPoint, Excel), and specialized software.

1. As a general rule, a computer manufactured within the last five years is adequate.
2. In addition to the basic system requirements, some courses may also require a flash drive, webcam, common application software such as (Word, PowerPoint, and Excel), and specialized software. Tablets and smartphones may not be adequate to perform all course functions.
3. Email techsupport@parisjc.edu for Blackboard technical assistance.

Accent Marks

Many Spanish words use accent marks, which can change the meaning of the word, and/or, change the stress of the word. As English speakers, these accent marks may mean nothing to you, but they are (*muy importante*) in the Spanish language. Learn them early, and they are not a big deal, actually becoming rather helpful in the language!

Typing Accent Marks How to type Spanish accents in Word?

Inserting accented letters with the menu bar or Ribbon

1. Open Microsoft **Word**.
2. Select the Insert tab on the Ribbon or click Insert in the menu bar.
3. On the Insert tab or the Insert drop-down, select the Symbol option, and click on Latin1-Supplement. Select the desired **accented** character.

Copy or Paste: áéíóú¿ñ ÁÉÍÓÚ Ñ

Change Language Setting:

<https://support.office.com/en-us/article/change-the-language-office-uses-in-its-menus-and-proofing-tools-f5c54ff9-a6fa-4348-a43c-760e7ef148f8>

Course Schedule:

Click on the Connect link. Every week all assignments should be turned in by Tuesday 11:59 pm or unless otherwise indicated. All exams must be taken to pass the course. **SPAN 2312 Weekly Lesson Plan**

Important Dates

Every week the following assignments should be turned in by **Tuesday @11:59 pm**. or unless otherwise indicated. Week #1 is due Tuesday of Week #2, however, students must submit the Syllabus Quiz and Blackboard discussion #1 by class on **08/27/2026** to be counted as present. If a student fails to submit the

assignment, the PJC procedure indicates that the student will be DROPPED for non-participation. **Please see the due dates on Blackboard under the Weekly Assignments.**

All files including audio must be submitted and be compatible with my PC/LAPTOP. Please no MAC files. If Google Docs are submitted, please make sure you attach them and do not grant permission because I am given access and I am not able to access documents. LAB is weekly

Online Assignments (Connect / Course Activities):

Each chapter (Capítulos 1–5) includes a set of required online assignments designed to develop reading, pronunciation, vocabulary, grammar, culture, and communication skills. Chapter assignments include **reader activities, pronunciation practice, vocabulary and grammar homework, adaptive learning (ALA) modules, Salu2 practice, chapter quizzes, and recordable video chats (oral practice)**. Students will also complete **English grammar support activities, a Midterm Exam (Chapters 1–3), and a Comprehensive Final Exam (Chapters 1–5)**. All assignments must be completed by the posted due dates in Blackboard/Connect.

Course Schedule: – SPAN 2312 (Chapters 15–18)

Connect Instructions

1. Click on the Connect link provided in the course.
2. Follow the on-screen instructions to log in or create an account.
3. If you are a new user, select “**Register**” and enter the required course information.
4. If you already have an account, log in using your existing credentials.
5. Once logged in, navigate to the course dashboard and begin the assigned activities.

Blackboard Instructions

- Additional assignments, discussions, and course materials will be posted in Blackboard.
- Students are responsible for logging in regularly and completing all required discussion, posts and assignments.

Students are expected to check both **Connect** and **Blackboard** regularly for announcements and to ensure all assignments, discussions, quizzes, and exams are completed on time. **Weekly coursework is due each Tuesday by 11:59 p.m.**, unless otherwise noted. **All exams are required and must be completed in order to pass the course.**

Course Schedule: Chapters Review - Chapters 15–18

Week	Chapter / Assessment	Topics / Focus	Assignments Due
Week 1	Course Introduction & Grammar Review	Review of present, preterite, imperfect, subjunctive, and perfect tenses; introduction to literature, vocabulary, culture, and Connect/Lab activities	Review Activities & Course Orientation
Week 2	Chapter 15: La tecnología y el mundo actual	Technology, media, and communication; formal commands; present perfect; culture, readings, and Connect activities	Chapter 15 Connect Assignments
Week 3	Chapter 15: La tecnología y el mundo actual	Grammar and vocabulary application; listening, speaking, reading, writing, culture, and literature	Chapter 15 Connect & Application Activities

Week	Chapter / Assessment	Topics / Focus	Assignments Due
Week 4	Chapter 16: La naturaleza	Nature and the environment; future and conditional; vocabulary, culture, readings, and communication	Chapter 16 Connect Assignments
Week 5	Chapter 16: La naturaleza	Grammar application; <i>si</i> clauses and future/conditional review; culture, literature, and communication	Chapter 16 Connect & Application Activities
Week 6	Chapter 17: Las relaciones personales	Relationships and interpersonal communication; advanced subjunctive; vocabulary, culture, and readings	Chapter 17 Connect Assignments
Week 7	Chapter 17: Las relaciones personales	Subjunctive application, communication skills, cultural perspectives, literature, and language practice	Chapter 17 Connect & Application Activities
Week 8	Chapter 18: El arte y la cultura	Art, culture, and cultural expression; vocabulary, grammar review, readings, and communication	Chapter 18 Connect Assignments
Week 9	Chapter 18: El arte y la cultura	Integrated grammar, vocabulary, listening, speaking, reading, writing, culture, and literature	Chapter 18 Connect & Application Activities
Week 10	Chapters 15–18 Comprehensive Review	Integrated review of vocabulary, grammar, reading, listening, writing, and speaking; assessment preparation	Review Activities & Practice
Week 11	Assessment 1: Interpersonal Speaking	Demonstrate interpersonal communication skills through spoken Spanish	Speaking Assessment
Week 12	Assessment 2: Listening Comprehension	Demonstrate comprehension of spoken Spanish	Listening Assessment
Week 13	Assessment 3: Written Communication	Demonstrate written communication using appropriate grammar and vocabulary	Written Communication Assessment
Week 14	Assessment 4: Reading Comprehension	Demonstrate comprehension of written Spanish texts	Reading Comprehension Assessment

Week	Chapter / Assessment	Topics / Focus	Assignments Due
Week 15	Assessment 5: Cultural Comparison & Assessment 6: Language Analysis	Compare cultural perspectives and analyze language structures	Cultural Comparison & Language Analysis Assessments
Week 16	Final Examination	Comprehensive assessment of course learning outcomes and Spanish language proficiency	

Program / Course Learning Outcomes	Connect Assignments & Assessments	Assessment Category
Communication & Expression (oral/written communication)	Salu2, Application-Based Activities, Homework, Video Chats, Quizzes, Exams	Homework, Application Activities, Quizzes, Exams
Critical & Creative Thinking (analyze/apply language concepts)	Adaptive Learning, Grammar Practice, Homework, Quizzes, Exams	Adaptive Learning, Practice, Quizzes, Exams
Humanities & Cultural Literacy (cultural understanding)	Cultural activities, Discussions, Readings, Application Activities	Application Activities, Homework, Quizzes
Information Literacy / Technological Competency	Connect adaptive modules, online homework, digital readings, listening activities	Adaptive Learning, Homework, Practice
Personal & Civic Responsibility (cultural reflection/responsibility)	Discussions, cultural comparisons, oral activities, participation	Application Activities, Exams

Course Learning Outcomes Assessed

Course Learning Outcomes	Primary Assessments
Speaking & Interpersonal Communication	Application Activities, Video Chats, Exams
Listening Comprehension	Practice, Quizzes, Exams
Writing in Spanish	Homework, Application Activities, Exams
Reading Comprehension	Homework, Quizzes, Exams
Cultural Knowledge & Comparisons	Cultural Activities, Discussions, Exams

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



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Fall 2026

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Instructor: Mayra Camacho Cummings
Meeting: Locations: Greenville Center 124 | Sulphur Springs Center 108 | PJC MS 212

Office: SSC 111 **Phone:** 903-885-1232 ext. 2209
Email: mcummings@parisjc.edu

Office Hours: M & W 8:00-10:00 | T & TR 7:30-9:30 @SSC

Course Description:
SPAN 2312

SPAN 2312 Intermediate Spanish II (4th semester Spanish) The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Required Textbook(s) and Materials

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You can return to your normal activities when, for at least 24 hours, both are true:

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- ☐
- ☐

Assessment Category	Percentage of Final Grade
Adaptive Learning & Application-Based Activities	20%
Practice	15%
Homework	15%
Quizzes	20%
Exams	30%
Total	100%

What is My Average?

- Adaptive Learning / Application-Based: $(\text{Score}) \times .20$
- Practice/Participation: $(\text{Score}) \times .15$
- Homework: $(\text{Score}) \times .15$
- Exams: $(\text{Score}) \times .30$
- Quizzes: $(\text{Score}) \times .20$

Add all results together for the final grade.

Please also note that some assignments/quizzes/presentations/exams are graded with a rubric and there is a link on Blackboard that you can access.

Testing Center Information: PJC 903.782.0446-Greenville 903.454.9333-Sulphur Springs 903.885.1232

Core Curriculum SLO Alignment

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Connect Assignment Type	Critical Thinking Skills (CT)	Communication Skills (CS)	Personal Responsibility (PR)	Social Responsibility (SR)
Adaptive Learning Assignments	Analyze, evaluate, and synthesize grammatical structures and vocabulary through adaptive, mastery-based activities.	Interpret and apply language forms to demonstrate understanding of written and spoken Spanish.	Demonstrate self-directed learning, persistence, and accountability by completing individualized learning paths.	Engage with culturally contextualized content to develop intercultural competence and global awareness.
Practice & Application Activities	Apply and synthesize language skills in contextualized scenarios that require problem-solving and critical analysis.	Develop and express ideas through meaningful written and oral communication.	Take responsibility for active participation and successful completion of communicative tasks.	Apply language within authentic cultural and social contexts to strengthen intercultural competence.
Homework	Reinforce comprehension and application of grammar, vocabulary, and course concepts through structured practice.	Strengthen written communication and interpretive language skills.	Demonstrate responsibility through independent work, organization, and effective time management.	Increase awareness of cultural perspectives embedded in language use.
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PJC IT Checklist

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You will need access to **McGraw Hill Connect** for your *Puntos de Partida* assignments. If you have trouble registering, accessing Connect, or completing assignments, please contact McGraw Hill Support for assistance.

Phone: [\(800\) 331-5094](tel:8003315094)

Online: [Submit a Support Request](#)

Chat: [Chat with a Representative](#)

Basic Computer Requirements: As a general rule, a computer manufactured within the last five years is adequate. In addition to the basic system requirements, some courses may also require a flash drive, webcam, common application software such as (Word, PowerPoint, Excel), and specialized software.

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3. Email techsupport@parisjc.edu for Blackboard technical assistance.

Accent Marks

Many Spanish words use accent marks, which can change the meaning of the word, and/or, change the stress of the word. As English speakers, these accent marks may mean nothing to you, but they are (*muy importante*) in the Spanish language. Learn them early, and they are not a big deal, actually becoming rather helpful in the language!

Typing Accent Marks How to type Spanish accents in Word?

Inserting accented letters with the menu bar or Ribbon

1. Open Microsoft **Word**.
2. Select the Insert tab on the Ribbon or click Insert in the menu bar.
3. On the Insert tab or the Insert drop-down, select the Symbol option, and click on Latin1-Supplement. Select the desired **accented** character.

Copy or Paste: áéíóú¿ñ ÁÉÍÓÚ Ñ

Change Language Setting:

<https://support.office.com/en-us/article/change-the-language-office-uses-in-its-menus-and-proofing-tools-f5c54ff9-a6fa-4348-a43c-760e7ef148f8>

Course Schedule:

Click on the Connect link. Every week all assignments should be turned in by Tuesday 11:59 pm or unless otherwise indicated. All exams must be taken to pass the course. **SPAN 2312 Weekly Lesson Plan**

Important Dates

Every week the following assignments should be turned in by **Tuesday @11:59 pm**. or unless otherwise indicated. Week #1 is due Tuesday of Week #2, however, students must submit the Syllabus Quiz and Blackboard discussion #1 by class on **08/27/2026** to be counted as present. If a student fails to submit the

assignment, the PJC procedure indicates that the student will be DROPPED for non-participation. **Please see the due dates on Blackboard under the Weekly Assignments.**

All files including audio must be submitted and be compatible with my PC/LAPTOP. Please no MAC files. If Google Docs are submitted, please make sure you attach them and do not grant permission because I am given access and I am not able to access documents. LAB is weekly

Online Assignments (Connect / Course Activities):

Each chapter (Capítulos 1–5) includes a set of required online assignments designed to develop reading, pronunciation, vocabulary, grammar, culture, and communication skills. Chapter assignments include **reader activities, pronunciation practice, vocabulary and grammar homework, adaptive learning (ALA) modules, Salu2 practice, chapter quizzes, and recordable video chats (oral practice)**. Students will also complete **English grammar support activities, a Midterm Exam (Chapters 1–3), and a Comprehensive Final Exam (Chapters 1–5)**. All assignments must be completed by the posted due dates in Blackboard/Connect.

Course Schedule: – SPAN 2312 (Chapters 15–18)

Connect Instructions

1. Click on the Connect link provided in the course.
2. Follow the on-screen instructions to log in or create an account.
3. If you are a new user, select “**Register**” and enter the required course information.
4. If you already have an account, log in using your existing credentials.
5. Once logged in, navigate to the course dashboard and begin the assigned activities.

Blackboard Instructions

- Additional assignments, discussions, and course materials will be posted in Blackboard.
- Students are responsible for logging in regularly and completing all required discussion, posts and assignments.

Students are expected to check both **Connect** and **Blackboard** regularly for announcements and to ensure all assignments, discussions, quizzes, and exams are completed on time. **Weekly coursework is due each Tuesday by 11:59 p.m.**, unless otherwise noted. **All exams are required and must be completed in order to pass the course.**

Course Schedule: Chapters Review - Chapters 15–18

Week	Chapter / Assessment	Topics / Focus	Assignments Due
Week 1	Course Introduction & Grammar Review	Review of present, preterite, imperfect, subjunctive, and perfect tenses; introduction to literature, vocabulary, culture, and Connect/Lab activities	Review Activities & Course Orientation
Week 2	Chapter 15: La tecnología y el mundo actual	Technology, media, and communication; formal commands; present perfect; culture, readings, and Connect activities	Chapter 15 Connect Assignments
Week 3	Chapter 15: La tecnología y el mundo actual	Grammar and vocabulary application; listening, speaking, reading, writing, culture, and literature	Chapter 15 Connect & Application Activities

Week	Chapter / Assessment	Topics / Focus	Assignments Due
Week 4	Chapter 16: La naturaleza	Nature and the environment; future and conditional; vocabulary, culture, readings, and communication	Chapter 16 Connect Assignments
Week 5	Chapter 16: La naturaleza	Grammar application; <i>si</i> clauses and future/conditional review; culture, literature, and communication	Chapter 16 Connect & Application Activities
Week 6	Chapter 17: Las relaciones personales	Relationships and interpersonal communication; advanced subjunctive; vocabulary, culture, and readings	Chapter 17 Connect Assignments
Week 7	Chapter 17: Las relaciones personales	Subjunctive application, communication skills, cultural perspectives, literature, and language practice	Chapter 17 Connect & Application Activities
Week 8	Chapter 18: El arte y la cultura	Art, culture, and cultural expression; vocabulary, grammar review, readings, and communication	Chapter 18 Connect Assignments
Week 9	Chapter 18: El arte y la cultura	Integrated grammar, vocabulary, listening, speaking, reading, writing, culture, and literature	Chapter 18 Connect & Application Activities
Week 10	Chapters 15–18 Comprehensive Review	Integrated review of vocabulary, grammar, reading, listening, writing, and speaking; assessment preparation	Review Activities & Practice
Week 11	Assessment 1: Interpersonal Speaking	Demonstrate interpersonal communication skills through spoken Spanish	Speaking Assessment
Week 12	Assessment 2: Listening Comprehension	Demonstrate comprehension of spoken Spanish	Listening Assessment
Week 13	Assessment 3: Written Communication	Demonstrate written communication using appropriate grammar and vocabulary	Written Communication Assessment
Week 14	Assessment 4: Reading Comprehension	Demonstrate comprehension of written Spanish texts	Reading Comprehension Assessment

Week	Chapter / Assessment	Topics / Focus	Assignments Due
Week 15	Assessment 5: Cultural Comparison & Assessment 6: Language Analysis	Compare cultural perspectives and analyze language structures	Cultural Comparison & Language Analysis Assessments
Week 16	Final Examination	Comprehensive assessment of course learning outcomes and Spanish language proficiency	

Program / Course Learning Outcomes	Connect Assignments & Assessments	Assessment Category
Communication & Expression (oral/written communication)	Salu2, Application-Based Activities, Homework, Video Chats, Quizzes, Exams	Homework, Application Activities, Quizzes, Exams
Critical & Creative Thinking (analyze/apply language concepts)	Adaptive Learning, Grammar Practice, Homework, Quizzes, Exams	Adaptive Learning, Practice, Quizzes, Exams
Humanities & Cultural Literacy (cultural understanding)	Cultural activities, Discussions, Readings, Application Activities	Application Activities, Homework, Quizzes
Information Literacy / Technological Competency	Connect adaptive modules, online homework, digital readings, listening activities	Adaptive Learning, Homework, Practice
Personal & Civic Responsibility (cultural reflection/responsibility)	Discussions, cultural comparisons, oral activities, participation	Application Activities, Exams

Course Learning Outcomes Assessed

Course Learning Outcomes	Primary Assessments
Speaking & Interpersonal Communication	Application Activities, Video Chats, Exams
Listening Comprehension	Practice, Quizzes, Exams
Writing in Spanish	Homework, Application Activities, Exams
Reading Comprehension	Homework, Quizzes, Exams
Cultural Knowledge & Comparisons	Cultural Activities, Discussions, Exams

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Dragon Now Course Material Information

Required Course Materials

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

· Fall Main & Flex 1 Term: 9/11/2026

· Flex 2 Term: 10/28/2026

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

SPAN 1411.20D0
Beginning Spanish I

Fall 2026

Course Begins: Monday, August 24, 2026

Course Ends: Tuesday, December 8, 2026

Instructor: Mayra Camacho Cummings

Meeting: Online

Office: SSC 111

Phone: 903-885-1232 ext. 2209

Email: mcummings@parisjc.edu

Office Hours: M & W 8:00-10:00 & T & TR 7:30-9:30 SSC

By Appointment

Course Description: SPAN 1411 Beginning Spanish I (1st semester Spanish, 4 SCH version) Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. Approval Number: 16.0905.51 13 maximum SCH per student 4 maximum SCH per course 4 maximum contact hours per Course

SPAN 1411. 200 requires students to upload and attach audio and video files.

Required Textbook(s) and Materials

Dorwick, Thalia, and Ana María Pérez-Gironés. *Puntos: 2025 Release*. 12th ed., McGraw Hill, 2024.

Connect Platform (McGraw Hill): Students are required to access and complete all online assignments, activities, and assessments through the McGraw Hill Connect platform associated with the textbook as well as BlackBoard.

Course Goals and Objectives:

Course Learning Outcomes (SPAN 1411)

Upon successful completion of this course, students will be able to:

1. Engage in conversations using level-appropriate grammatical structures, including present tense narration and question/response exchanges about everyday life.
2. Demonstrate understanding of spoken Spanish at the introductory level.
3. Write simple sentences and organize them into short paragraphs.
4. Read and comprehend introductory Spanish texts.
5. Identify and discuss traditions, customs, and values of the Hispanic world.
6. Compare and contrast Hispanic cultural practices with their own culture.

Program Learning Outcomes:

1. **Communication & Expression** - Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. **Critical & Creative Thinking** - Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities & Cultural Literacy** - Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. **Information Literacy** - Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. **Personal & Civic Responsibility** - Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Skills for Success in This Course

To be successful in this course, students will develop the ability to:

1. **Remember** – Recall vocabulary, structures, and meanings.
2. **Understand** – Explain meaning and recognize how and when language is used appropriately.
3. **Apply** – Use vocabulary and grammatical structures in a variety of communicative situations.
4. **Analyze** – Distinguish appropriate social settings, context, and language choices.
5. **Evaluate** – Revise, edit, paraphrase, and improve language use for clarity and accuracy.
6. **Create** – Produce original language, use circumlocution, and formulate creative responses in the target language.

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

In order to be successful in this course, the student must keep up with the assignments and quizzes and turn in all assignments by the due date (Tuesday 11:59 am) on Connect on a daily/weekly basis. Only 1 make-up exam is allowed. It is the student's responsibility to make arrangements for all make-up work, quizzes, exams, and assignments. **Online students will be allowed only one make-up test.** If there are other circumstances, the student must contact the instructor. Please keep up with the weekly work in the assignment folder. All late work will have point deductions on daily assignment grades (instructor discretion) as well as participation (20%).

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Face-to-face students must not have more than 3 absences. Taking calls and texting during lectures are not allowed in the classroom. The student will be asked to leave after the first warning. The student must arrive on time to be counted as present. It is the student's responsibility to make arrangements for all make-up classwork, quizzes, exams, and notes missed from class.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student.

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Practice **15%**

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Online: [Submit a Support Request](#)

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Accent Marks

Many Spanish words use accent marks, which can change the meaning of the word, and/or, change the stress of the word. As English speakers, these accent marks may mean nothing to you, but they are (*muy importante*) in the Spanish language. Learn them early, and they are not a big deal, actually becoming rather helpful in the language!

Typing Accent Marks How to type Spanish accents in Word?

Inserting accented letters with the menu bar or Ribbon

1. Open Microsoft **Word**.
2. Select the Insert tab on the Ribbon or click Insert in the menu bar.

3. On the Insert tab or the Insert drop-down, select the Symbol option, and click on Latin1-Supplement. Select the desired **accented** character.

Copy or Paste: áéíóú¿ñ ÁÉÍÓÚ Ñ

Change Language Setting:

<https://support.office.com/en-us/article/change-the-language-office-uses-in-its-menus-and-proofing-tools-f5c54ff9-a6fa-4348-a43c-760e7ef148f8>

Course Schedule:

Click on the Connect link. Every week all assignments should be turned in by Tuesday 11:59 pm or unless otherwise indicated. All exams must be taken to pass the course. **SPAN 1411 Weekly Lesson Plan**

Plan

Important Dates

Every week the following assignments should be turned in by **Tuesday @11:59** pm. or unless otherwise indicated. Week #1 is due Tuesday of Week #2, however, students must submit the Syllabus Quiz and Blackboard discussion #1 by class on **08/27/2026** to be counted as present. If a student fails to submit the assignment, the PJC procedure indicates that the student will be DROPPED for non-participation. **Please see the due dates on Blackboard under the Weekly Assignments.**

All files including audio must be submitted and be compatible with my PC/LAPTOP. Please no MAC files. If Google Docs are submitted, please make sure you attach them and do not grant permission because I am given access and I am not able to access documents. LAB is weekly

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Course Schedule: – SPAN 1411 (Chapters 1–5)

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- Students are responsible for logging in regularly and completing all required discussion, posts and assignments.

Students are expected to check both **Connect** and **Blackboard** regularly for announcements and to ensure all assignments, discussions, quizzes, and exams are completed on time. **Weekly coursework is due each Tuesday by 11:59 p.m., unless otherwise noted. All exams are required and must be completed in order to pass the course.**

Course Schedule

Due Date	Week	Chapter / Assessment	Topics / Focus	Assignments Due
Tuesday, September 1, 11:59 p.m.	Week 1	Chapter 1: Introductions & Basic Communication	Subject pronouns, ser, greetings, introductions, basic conversation	Chapter 1 Connect Assignments & Discussion
Tuesday, September 8, 11:59 p.m.	Week 2	Chapter 2: Daily Life & Basic Expressions	Numbers, telling time, hay, estar, present tense basics	Chapter 2 Connect Assignments & Discussion
Tuesday, September 15, 11:59 p.m.	Week 3	Chapter 3: Daily Routines & Activities	Present tense -ar verbs, gustar, expressing likes and dislikes	Chapter 3 Connect Assignments & Discussion
Tuesday, September 22, 11:59 p.m.	Week 4	Chapter Exam 1 (Chapters 1–2)	Assessment of vocabulary, grammar, reading, and listening skills from Chapters 1–2	Chapter Exam 1 Due
Tuesday, September 29, 11:59 p.m.	Week 5	Chapter 4: Family & Relationships	Family vocabulary, possession, tener, stem-changing verbs	Chapter 4 Connect Assignments & Discussion
Tuesday, October 6, 11:59 p.m.	Week 6	Chapter 5: Home & Living	House and home vocabulary, irregular verbs, reflexive verbs	Chapter 5 Connect Assignments & Discussion
Tuesday, October 13, 11:59 p.m.	Week 7	Chapter Exam 2 (Chapters 3–5)	Assessment of grammar, vocabulary, and communication skills	Chapter Exam 2 Due
Tuesday, October 20, 11:59 p.m.	Week 8	Chapter Review & Skill Development	Integrated practice: speaking, listening, reading, and writing skills	Review Activities & Practice
Tuesday, October 27, 11:59 p.m.	Week 9	Chapter Exam 3	Comprehensive assessment of course content and language application	Chapter Exam 3 Due
Tuesday, November 3, 11:59 p.m.	Week 10	Chapter Exam 4 & Course Review	Final chapter review, vocabulary development, and grammar application	Chapter Exam 4 Due
Tuesday, November 10, 11:59 p.m.	Week 11	Assessment 1: Interpersonal Speaking Assessment	Students demonstrate interpersonal communication skills through spoken Spanish.	Interpersonal Speaking Assessment Due
Tuesday, November 17, 11:59 p.m.	Week 12	Assessment 2: Listening Comprehension Assessment	Students demonstrate understanding of spoken Spanish.	Listening Comprehension Assessment Due
Tuesday, November 24, 11:59 p.m.	Week 13	Assessment 3: Written Communication Assessment	Students demonstrate written communication using appropriate grammar and vocabulary.	Written Communication Assessment Due
Tuesday, December 1, 11:59 p.m.	Week 14	Assessment 4: Reading Comprehension Assessment	Students demonstrate comprehension of written Spanish texts.	Reading Comprehension Assessment Due
Tuesday, December 8, 11:59 p.m.	Week 15	Assessment 5: Cultural Comparison & Assessment 6: Language Analysis Assessment	Students compare cultural perspectives and analyze language structures.	Cultural Comparison & Language Analysis Assessment Due

Tuesday, December 8, 11:59 p.m.	Week 16	Final Examination	Comprehensive assessment of course learning outcomes and language proficiency.	Final Exam Due
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Program / Course Learning Outcomes	Connect Assignments & Assessments	Assessment Category
Communication & Expression (oral/written communication)	Salu2, Application-Based Activities, Homework, Video Chats, Quizzes, Exams	Homework, Application Activities, Quizzes, Exams
Critical & Creative Thinking (analyze/apply language concepts)	Adaptive Learning, Grammar Practice, Homework, Quizzes, Exams	Adaptive Learning, Practice, Quizzes, Exams
Humanities & Cultural Literacy (cultural understanding)	Cultural activities, Discussions, Readings, Application Activities	Application Activities, Homework, Quizzes
Information Literacy / Technological Competency	Connect adaptive modules, online homework, digital readings, listening activities	Adaptive Learning, Homework, Practice
Personal & Civic Responsibility (cultural reflection/responsibility)	Discussions, cultural comparisons, oral activities, participation	Application Activities, Exams

Course Learning Outcomes Assessed

Course Learning Outcomes	Primary Assessments
Speaking & Interpersonal Communication	Application Activities, Video Chats, Exams
Listening Comprehension	Practice, Quizzes, Exams
Writing in Spanish	Homework, Application Activities, Exams
Reading Comprehension	Homework, Quizzes, Exams
Cultural Knowledge & Comparisons	Cultural Activities, Discussions, Exams

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Dragon Now Course Material Information

Required Course Materials

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
 - Flex 2 Term: 10/28/2026
1. Go to <https://ACCESSPortal.follett.com:443/1836>
 2. Create an account using your student email account
 3. Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
 4. You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

SPAN 1411.20D0
Beginning Spanish I

Fall 2026

Course Begins: Monday, August 24, 2026

Course Ends: Tuesday, December 8, 2026

Instructor: Mayra Camacho Cummings

Meeting: Online

Office: SSC 111

Phone: 903-885-1232 ext. 2209

Email: mcummings@parisjc.edu

Office Hours: M & W 8:00-10:00 & T & TR 7:30-9:30 SSC

By Appointment

Course Description: SPAN Beginning Spanish II (2nd semester Spanish, 4 SCH version)
Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.

Approval Number: 16.0905.51 13 maximum SCH per student 4 maximum SCH per course 4 maximum contact hours per Course 112 SPAN requires for students to upload and attach audio and video files for assignments/quizzes/laboratory/exams.

Required Textbook(s) and Materials

Dorwick, Thalia, and Ana María Pérez-Gironés. *Puntos: 2025 Release*. 12th ed., McGraw Hill, 2024.

Connect Platform (McGraw Hill): Students are required to access and complete all online assignments, activities, and assessments through the McGraw Hill Connect platform associated with the textbook as well as BlackBoard.

Course Goals and Objectives:

Course Learning Outcomes (SPAN 1411)

Upon successful completion of this course, students will be able to:

1. Engage in conversations using level-appropriate grammatical structures, including present tense narration and question/response exchanges about everyday life.
2. Demonstrate understanding of spoken Spanish at the introductory level.
3. Write simple sentences and organize them into short paragraphs.
4. Read and comprehend introductory Spanish texts.
5. Identify and discuss traditions, customs, and values of the Hispanic world.
6. Compare and contrast Hispanic cultural practices with their own culture.

Program Learning Outcomes:

1. **Communication & Expression** - Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. **Critical & Creative Thinking** - Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities & Cultural Literacy** - Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. **Information Literacy** - Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.

5. **Personal & Civic Responsibility** - Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Skills for Success in This Course

To be successful in this course, students will develop the ability to:

1. **Remember** – Recall vocabulary, structures, and meanings.
2. **Understand** – Explain meaning and recognize how and when language is used appropriately.
3. **Apply** – Use vocabulary and grammatical structures in a variety of communicative situations.
4. **Analyze** – Distinguish appropriate social settings, context, and language choices.
5. **Evaluate** – Revise, edit, paraphrase, and improve language use for clarity and accuracy.
6. **Create** – Produce original language, use circumlocution, and formulate creative responses in the target language.

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

In order to be successful in this course, the student must keep up with the assignments and quizzes and turn in all assignments by the due date (Tuesday 11:59 am) on Connect on a daily/weekly basis. Only 1 make-up exam is allowed. It is the student's responsibility to make arrangements for all make-up work, quizzes, exams, and assignments. **Online students will be allowed only one make-up test.** If there are other circumstances, the student must contact the instructor. Please keep up with the weekly work in the assignment folder. All late work will have point deductions on daily assignment grades (instructor discretion) as well as participation (20%).

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Face-to-face students must not have more than 3 absences. Taking calls and texting during lectures are not allowed in the classroom. The student will be asked to leave after the first warning. The student must arrive on time to be counted as present. It is the student's responsibility to make arrangements for all make-up classwork, quizzes, exams, and notes missed from class.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **NOV. 12, 2026**.

Class Attendance is recorded daily on the PJC system. It is the student's responsibility to make arrangements for all make-up classwork, quizzes, exams, and notes missed from class.

Online students will have attendance recorded by Wednesday are the Tuesday submission. If the weekly assignments are not submitted, it will count as ABSENT. **Online** students will be counted absent on Wednesdays if there is no homework submission. Email instructor to notify them that there were pc/laptop and or internet connectivity issues. PJC has computer labs on campus. It is the student's responsibility to have internet, pc/laptop, and knowledge on how to upload documents, videos, and audio files on Blackboard that are compatible with the instructor's computer. Please note that there are 4 exams and 2 presentations that may require an audio link. On Blackboard, quizzes or assignments may be labeled as a test due to a Blackboard format option that I select. If the assignment or quiz is not named **EXAM** on the grade book, it is a quiz or an assignment.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Classroom and Online Behavior- Please be respectful in class and when participating in the class and or forum discussions. Please note that subjects addressed and questions asked in the Blackboard discussion forum and during class lectures are intended for the student to think critically, express ideas that may be different from other students, engage in meaningful thought, and appreciate different cultural views. Please be nice. Please be open-minded. Please be respectful of different views and life experiences. Please no texting in class. Laptops are allowed for taking notes.

Mid-Term Grades: Paris Junior College instructors are required to enter mid-term grades during the ninth week of the semester. Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff.

Official Report Date (ORD) and Participation: The Texas Higher Education Coordinating Board (THECB) requires that online students show active participation in the course prior to the Office Report Date (ORD), or they are to be dropped from the course on the **ORD 09/09/26**. In order to remain enrolled in this course, *students must actively participate* in the course. ***Students must submit the Syllabus Quiz and BlackBoard discussion #1 by class on 08/27/2026 to retain enrollment in the course.*** Failure to complete this quiz by the due date may result in dropping from the course before the Official Report Date (ORD).

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Assessment Category

Percentage of Final Grade

Adaptive Learning & Application-Based Activities **20%**

Practice **15%**

Homework **15%**

Quizzes **20%**

Exams **30%**

Total 100%

What is My Average?

- Adaptive Learning / Application-Based: (Score) $\times$.20
- Practice/Participation: (Score) $\times$.15
- Homework: (Score) $\times$.15
- Exams: (Score) $\times$.30
- Quizzes: (Score) $\times$.20

Add all results together for the final grade.

Please also note that some assignments/quizzes/presentations/exams are graded with a rubric and there is a link on Blackboard that you can access.

Testing Center Information: PJC 903.782.0446-Greenville 903.454.9333-Sulphur Springs 903.885.1232

Core Curriculum SLO Alignment



Connect Assignment Type	Critical Thinking Skills (CT)	Communication Skills (CS)	Personal Responsibility (PR)	Social Responsibility (SR)
Adaptive Learning Assignments	Analyze, evaluate, and synthesize grammatical structures and vocabulary through adaptive, mastery-based activities.	Interpret and apply language forms to demonstrate understanding of written and spoken Spanish.	Demonstrate self-directed learning, persistence, and accountability by completing individualized learning paths.	Engage with culturally contextualized content to develop intercultural competence and global awareness.
Practice & Application Activities	Apply and synthesize language skills in contextualized scenarios that require problem-solving and critical analysis.	Develop and express ideas through meaningful written and oral communication.	Take responsibility for active participation and successful completion of communicative tasks.	Apply language within authentic cultural and social contexts to strengthen intercultural competence.
Homework	Reinforce comprehension and application of grammar, vocabulary,	Strengthen written communication and	Demonstrate responsibility through independent work, organization,	Increase awareness of cultural perspectives

	and course concepts through structured practice.	interpretive language skills.	and effective time management.	embedded in language use.
Quizzes	Demonstrate comprehension and application of targeted concepts through formative assessments.	Communicate understanding using accurate and appropriate Spanish.	Maintain consistent engagement and responsibility for ongoing learning.	Identify and interpret cultural elements presented in language and context.
Exams	Demonstrate analysis, evaluation, and synthesis of linguistic and cultural knowledge through cumulative assessments.	Effectively interpret and produce written and/or oral communication in Spanish.	Exhibit accountability, academic integrity, and preparedness.	Demonstrate understanding of the practices, perspectives, and products of Spanish-s

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below. IF changes occur students will be notified by email via *Blackboard Announcement and or email*.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence including notices of academic status, financial aid, billing, registration, and campus alerts will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

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Copy or Paste: áéíóú¿ñ ÁÉÍÓÚ Ñ

Change Language Setting:

<https://support.office.com/en-us/article/change-the-language-office-uses-in-its-menus-and-proofing-tools-f5c54ff9-a6fa-4348-a43c-760e7ef148f8>

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Course Schedule – Puntos de Partida, Chapters 6–10

Due Date	Week	Chapter / Assessment	Topics / Focus	Assignments Due
Tuesday, September 1, 11:59 p.m.	Week 1	Course Introduction & Comprehensive Review	Course orientation; review of present tense, preterite, imperfect, ser vs. estar, direct and indirect object pronouns, vocabulary, and essential communication skills	Course Orientation, Review Activities & Connect/Lab Practice
Tuesday, September 8, 11:59 p.m.	Week 2	Chapter 6: ¡De viaje!	Travel and transportation vocabulary; travel plans and experiences; grammar, communication, culture, readings, and listening activities	Chapter 6 Connect Assignments & Application Activities
Tuesday, September 15, 11:59 p.m.	Week 3	Chapter 6: ¡De viaje!	Chapter 6 grammar and vocabulary application; speaking, listening, reading, writing, and cultural perspectives related to travel	Chapter 6 Connect & Application Activities
Tuesday, September 22, 11:59 p.m.	Week 4	Chapter 7: La comida y la salud	Food, meals, health, and wellness vocabulary; grammar structures; communication skills; cultural practices and readings	Chapter 7 Connect Assignments & Application Activities
Tuesday, September 29, 11:59 p.m.	Week 5	Chapter 7: La comida y la salud	Chapter 7 grammar and vocabulary application; listening, speaking, reading, writing, and cultural activities	Chapter 7 Connect & Application Activities
Tuesday, October 6, 11:59 p.m.	Week 6	Chapter 8: De compras	Shopping and clothing vocabulary; describing clothing and personal preferences; grammar, communication, and cultural topics	Chapter 8 Connect Assignments & Application Activities
Tuesday, October 13, 11:59 p.m.	Week 7	Chapter 8: De compras	Chapter 8 grammar, vocabulary, listening, speaking, reading, writing, and cultural application	Chapter 8 Connect & Application Activities

Due Date	Week	Chapter / Assessment	Topics / Focus	Assignments Due
Tuesday, October 20, 11:59 p.m.	Week 8	Chapter 9: La vida cotidiana	Daily life and routines; vocabulary and communication; grammar structures; cultural readings and activities	Chapter 9 Connect Assignments & Application Activities
Tuesday, October 27, 11:59 p.m.	Week 9	Chapter 9: La vida cotidiana	Chapter 9 grammar and vocabulary application; interpersonal communication; listening, reading, writing, and culture	Chapter 9 Connect & Application Activities
Tuesday, November 3, 11:59 p.m.	Week 10	Chapter 10: En la comunidad	Community and social life vocabulary; grammar and communication skills; cultural practices, readings, and authentic materials	Chapter 10 Connect Assignments & Application Activities
Tuesday, November 10, 11:59 p.m.	Week 11	Chapter 10: En la comunidad & Comprehensive Review	Chapter 10 grammar, vocabulary, communication, readings, and culture; integrated review of Chapters 6–10; assessment preparation	Chapter 10 Application Activities & Comprehensive Review
Tuesday, November 17, 11:59 p.m.	Week 12	Assessment 1: Interpersonal Speaking & Assessment 2: Listening Comprehension	Demonstrate interpersonal communication skills through spoken Spanish and comprehension of spoken Spanish	Interpersonal Speaking Assessment & Listening Comprehension Assessment
Tuesday, November 24, 11:59 p.m.	Week 13	Assessment 3: Written Communication & Assessment 4: Reading Comprehension	Demonstrate written communication using appropriate grammar and vocabulary; demonstrate comprehension and interpretation of written Spanish texts	Written Communication & Reading Comprehension Assessments
Tuesday, December 1, 11:59 p.m.	Week 14	Assessment 5: Cultural Comparison & Assessment 6: Language Analysis	Compare cultural practices, products, and perspectives; analyze Spanish language structures and apply grammar and vocabulary accurately	Cultural Comparison & Language Analysis Assessments

Due Date	Week	Chapter / Assessment	Topics / Focus	Assignments Due
Tuesday, December 8, 11:59 p.m.	Week 15	Comprehensive Course Review & Final Exam Preparation	Integrated review of Chapters 6– 10; vocabulary, grammar, reading, listening, writing, speaking, and cultural concepts; preparation for final examination	Final Review Activities & Practice
Tuesday, December 8, 11:59 p.m.	Week 16	Final Examination	Comprehensive assessment of course learning outcomes, Spanish language proficiency, grammar, vocabulary, communication, reading, listening, writing, and cultural understanding	

Program / Course Learning Outcomes	Connect Assignments & Assessments	Assessment Category
Communication & Expression (oral/written communication)	Salu2, Application-Based Activities, Homework, Video Chats, Quizzes, Exams	Homework, Application Activities, Quizzes, Exams
Critical & Creative Thinking (analyze/apply language concepts)	Adaptive Learning, Grammar Practice, Homework, Quizzes, Exams	Adaptive Learning, Practice, Quizzes, Exams
Humanities & Cultural Literacy (cultural understanding)	Cultural activities, Discussions, Readings, Application Activities	Application Activities, Homework, Quizzes
Information Literacy / Technological Competency	Connect adaptive modules, online homework, digital readings, listening activities	Adaptive Learning, Homework, Practice
Personal & Civic Responsibility (cultural reflection/responsibility)	Discussions, cultural comparisons, oral activities, participation	Application Activities, Exams

Course Learning Outcomes Assessed

Course Learning Outcomes	Primary Assessments
Speaking & Interpersonal Communication	Application Activities, Video Chats, Exams
Listening Comprehension	Practice, Quizzes, Exams
Writing in Spanish	Homework, Application Activities, Exams
Reading Comprehension	Homework, Quizzes, Exams
Cultural Knowledge & Comparisons	Cultural Activities, Discussions, Exams

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Dragon Now Course Material Information
Required Course Materials

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

- Fall Main & Flex 1 Term: 9/11/2026
 - Flex 2 Term: 10/28/2026
1. Go to <https://ACCESSPortal.follett.com:443/1836>
 2. Create an account using your student email account
 3. Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
 4. You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

SPCH 1315

Fundamentals of Public Speaking

Fall 2026-Flex B

Instructor: Alex Peevy

Office: MB104 (Paris)

Phone: 903-782-0321

Email: apeevy@parisjc.edu

Course Description: Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. *Credits: 3 SCH = 3 lecture Hours. TSI Requirement: 351 R, 340 W.* Prerequisite(s): None

Required Textbook(s) and Materials: This course uses a free open-source e-textbook included in the course in PDF format. Students are required to have 3x5 index cards for presentations—other study materials as assigned. Details about information technology requirements will be provided in Blackboard.

Audience Requirements: This course includes mandatory audience requirements for Performance Exams. Depending on the assignment, students will present live on Zoom or upload a prerecorded video to YouTube and may be required to have up to four audience members (age 15 or older) physically present in the room. Specific audience and delivery requirements will be stated with each Performance Exam and are mandatory. Submissions that do not meet those requirements will not be graded.

Course Goals and Objectives: Core Course Competencies

- Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Demonstrate Teamwork Skills—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Demonstrate Personal Responsibility—to include the ability to connect choices, actions and consequences to ethical decision-making.

Student Learning Outcomes (Speech 1315 Course-Level):

Upon successful completion of this course, students will:

- Demonstrate effective usage of technology when researching and/or presenting speeches.
- Identify how culture, ethnicity and gender influence communication.
- Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive).
- Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
- Demonstrate an understanding of the foundational models of communication.
- Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic.
- Apply elements of audience analysis.

Program Learning Outcomes: Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

- **Communication & Expression** Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
- **Critical & Creative Thinking** — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
- **Humanities & Cultural Literacy** — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
- **Information Literacy** — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
- **Personal & Civic Responsibility** — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Required Activity: All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Requirements and Evaluation: Students will complete four Performance Exams, with Exam 4 serving as the Final Exam, along with four unit tests.

<u>Grade Evaluation:</u>					
Performance Exams		Additional Coursework			%
Speech of Introduction	5%	Tests	20%	90%-100%=	A
Collaborative Analysis	10%	<u>Learning Activities</u>	<u>20%</u>	80%-89%=	B
Informative Speech	20%	Total	40%	70%-79%=	C
<u>Persuasive Speech (Final)</u>	<u>25%</u>			60%-69%=	D
Total	60%			0%-59%=	F

Course Policies:

- Documents must be submitted in .pdf format.
- Testing will not be reopened for failure to complete by the due date/time.
- Learning Activities will not be reopened for failure to complete by the due date/time.
- Performance exams will be scheduled in advance, and students are required to complete their presentation at the assigned date and time with all required elements included.
- At the instructor's discretion, missed performance exams or missing elements may be submitted by a new deadline by the instructor.
 - Presentations submitted under this provision will receive a grade reduction.
 - Failure to meet the new deadline will result in immediate failure with no further concessions.
- Internet access and/or software issues will not be taken into consideration for late submissions or missed testing. Exceptions to late submission policies may be made in unavoidable emergency circumstances. Students should contact their instructor immediately if such an emergency occurs. Concessions will require legitimate documentation and will be credited at the instructor's discretion.

Class Attendance: Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is November 24.

Class Conduct: Students will conduct themselves respectfully at all times. Any communication between other students will be presented in a supportive nature conducive to a constructive learning environment. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI), including generative AI services, tools, and features, may not be used, unless otherwise directed by the instructor, to write, rewrite, expand, reorganize, or otherwise generate work. Basic spelling and grammar checking is permitted as long as it does not change the student’s wording, ideas, or organization. When permitted, students must verify all AI-generated information and then cite its use. Prohibited AI use is not made permissible through citation alone. Suspected unauthorized AI use will be reviewed and, if confirmed, treated as a violation of the academic honesty policy.

Complaint Procedures: Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy: Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher) You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change: This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Bb Blackboard announcement and PJC email

Course Schedule: The instructor reserves the right to change the course schedule if deemed necessary. Students will be given advanced notice of alterations to the schedule. All updates will be reflected in the Blackboard Calendar tool.

<i>Week</i>	<i>Content Due</i>	<i>Due Date</i>	<i>Module Study</i>	
<i>1</i>	<i>First Assignment</i>	<i>10/23</i>	<i>Introduction</i>	
<i>2</i>	Unit 1 Test <i>Speech of Introduction</i>	10/27 10/27	<i>Listening Effectively</i> <i>Audience Analysis</i>	
<i>3</i>	Unit 2 Test <i>Collaborative Analysis</i>	11/2 11/3	<i>Ethics</i> <i>Delivering Your Presentation</i> <i>Organizing and Outlining</i>	
<i>4</i>	Unit 3 Test	<i>10/27</i>	<i>Special Occasion Speaking</i> <i>Introductions and Conclusions</i>	
<i>5</i>	<i>Informative Presentation</i>	<i>11/16</i>	<i>Informative Speaking</i>	
<i>6</i>	Unit 4 Test	<i>11/24</i>	<i>Presentation Aids</i> <i>Supporting Your Ideas</i>	
<i>7</i>			<i>Persuasive Speaking</i>	
<i>8</i>	<i>Persuasive Presentation</i>	<i>11/7</i>	--	

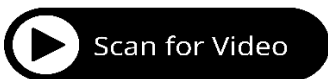
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SPCH 1315 20E1

Fundamentals of Public Speaking

Fall 2026

Instructor: Dr. Bryan Corbin

Office: Virtual

Phone: 346-800-2106

Email: bcorbin@parisjc.edu

Office Hours

Every day by appointment

Email is the best way to reach me.

Course Description: Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. *Credits: 3 SCH = 3 lecture Hours. TSI Requirement: 351 R, 340 W.* Prerequisite(s): None

Required Textbook(s) and Materials: This course uses a free open-source e-textbook included in the course in PDF format. Students are required to have 3x5 index cards for presentations—other study materials as assigned. Details about information technology requirements will be provided in Blackboard.

Audience Requirements: Public speaking requires a live audience. Audience requirements in this course are non-negotiable. Any Performance Exam submission that does not meet these minimum requirements will not be graded. Depending on the assignment, students will either be required or given the option to meet one of the audience requirements below. (Requirements will be discussed during the course)

Pre-recorded Video (YouTube): Students record their presentations, upload them to YouTube, and submit them for review. **Five audience members** (age 8 or older) must be physically present in the same room, on Zoom, Facetime, or another remote meeting platform during the recording. Audience members must be shown in the first five seconds of the video. Pause long enough for them to be seen.

Course Goals and Objectives: Core Course Competencies

- Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Demonstrate Teamwork Skills—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Demonstrate Personal Responsibility—to include the ability to connect choices, actions and consequences to ethical decision-making.

Student Learning Outcomes (Speech 1315 Course-Level):

Upon successful completion of this course, students will:

- Demonstrate effective usage of technology when researching and/or presenting speeches.
- Identify how culture, ethnicity and gender influence communication.
- Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive).
- Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
- Demonstrate an understanding of the foundational models of communication.
- Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic.

- Apply elements of audience analysis.

Required Activity: All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Performance Exam Requirements: All speeches must include a slide presentation of some sort. Google Slides, PowerPoint, Prezi, and others are options. You can have the slide show behind you on a TV or computer. You can also use in-line screen recording:

These links will help you:

<https://www.youtube.com/watch?v=wHZpZJWYj7M&t=1s>

https://www.youtube.com/watch?v=cFcj2rASx_k&t=15s

<https://www.youtube.com/watch?v=Q3we2EZVkY0>

<https://www.youtube.com/shorts/KC7CpJDalPO>

You should also dress in business casual for all speeches. This link explains what business casual is:

https://en.wikipedia.org/wiki/Business_casual

You also need to include the full transcript of each of your speeches. If you are missing the transcript, the speech will not be graded until the transcript is provided.

Course Requirements and Evaluation: Students will complete five Performance Exams, with Exam 5 serving as the Final Exam, along with five unit tests.

<u>Grade Evaluation:</u>					
Performance Exams		Additional Coursework			%
Speech of Introduction	5%	Tests	20%	90%-100%=	A
Speech Forum	10%	<u>Learning Activities</u>	<u>20%</u>	80%-89%=	B
Informative Speech	20%	Total	40%	70%-79%=	C
<u>Persuasive Speech (Final)</u>	<u>25%</u>			60%-69%=	D
Total	60%			0%-59%=	F

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- Presentations submitted under this provision will receive a grade reduction.
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Class Attendance: Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is October 1.

Class Conduct: Students will conduct themselves respectfully at all times. Any communication between other students will be presented in a supportive nature conducive to a constructive learning environment. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors

Syllabus Subject to Change: This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Bb Blackboard announcement and PJC email

Course Schedule: *The instructor reserves the right to change the course schedule if deemed necessary. Students will be given advanced notice of alterations to the schedule. All updates will be reflected in the Blackboard Calendar tool.*

<i>Week</i>	<i>Content Due</i>	<i>Due Date</i>	<i>Module Study</i>	
<i>1</i>	<i>First Assignment</i>	<i>8/28</i>	<i>Introduction</i>	
<i>2</i>	<i>LA: 1 & 2</i> <i>Unit 1 Test</i> <i>LA: 3 & 4</i>	<i>9/1</i> <i>9/1</i> <i>9/3</i>	<i>Listening Effectively</i> <i>Audience Analysis</i>	
<i>3</i>	<i>Speech of Introduction</i> <i>LA:5</i> <i>Unit 2 Test</i> <i>LA:6 & 7</i>	<i>9/7</i> <i>9/8</i> <i>9/8</i> <i>9/10</i>	<i>Ethics</i> <i>Delivering Your Presentation</i> <i>Organizing and Outlining</i>	
<i>4</i>	<i>Speech Forum</i> <i>LA:8 & 9</i> <i>Unit 3 Test</i>	<i>9/14</i> <i>9/15</i> <i>9/15</i>	<i>Special Occasion Speaking</i> <i>Introductions and Conclusions</i>	
<i>5</i>	<i>Informative Presentation</i> <i>LA: 10 & 11</i>	<i>9/21</i> <i>9/24</i>	<i>Informative Speaking</i>	
<i>6</i>	<i>LA: 12</i> <i>Unit 4 Test</i>	<i>9/29</i> <i>9/29</i>	<i>Presentation Aids</i> <i>Supporting Your Ideas</i>	
<i>7</i>	<i>Persuasive Presentation</i>	<i>10/5</i>	<i>Persuasive Speaking</i>	
<i>8</i>	<i>--</i>	<i>--</i>	<i>--</i>	

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SPCH 1315 25D0

Fundamentals of Public Speaking

Fall 2026

Instructor: Sarah Gonzales

Office: Virtual

Phone: 903-785-7661

Email: sgonzales@parisjc.edu

Office Hours: By Appointment

Course Description: Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. *Credits: 3 SCH = 3 lecture Hours. TSI Requirement: 351 R, 340 W. Prerequisite(s): None*

Required Textbook(s) and Materials: This course uses a free open-source e-textbook included in the course in PDF format. Students are required to have 3x5 index cards for presentations—other study materials as assigned. Details about information technology requirements will be provided in Blackboard.

Audience Requirements: Public speaking requires a live audience. Audience requirements in this course are non-negotiable. Any Performance Exam submission that does not meet these minimum requirements will not be graded. Depending on the assignment, students will either be required or given the option to meet one of the audience requirements below. (Requirements will be discussed during the course)

Video Conference (Zoom): Students will present live during a scheduled Zoom session.

- **One adult audience member** (age 15 or older) must be physically present in the same room during the presentation.
- Classmates attending the Zoom session will serve as additional audience members.
- More details will be provided.
- ****This method of delivery is required for Speech of Introduction and Speech Forum. More details will be provided.****

Pre-recorded Video (YouTube): Students record their presentations, upload them to YouTube, and submit them for review.

Four adult audience members (age 15 or older) must be physically present in the same room during the recording. ****This option unavailable for the Speech of Introduction and Speech Forum. More details will be provided.****

Course Goals and Objectives: Core Course Competencies

- Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Demonstrate Teamwork Skills—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Demonstrate Personal Responsibility—to include the ability to connect choices, actions and consequences to ethical decision-making.

Student Learning Outcomes (Speech 1315 Course-Level):

Upon successful completion of this course, students will:

- Demonstrate effective usage of technology when researching and/or presenting speeches.
- Identify how culture, ethnicity and gender influence communication.
- Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive).
- Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
- Demonstrate an understanding of the foundational models of communication.
- Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic.
- Apply elements of audience analysis.

Program Learning Outcomes: Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

- **Communication & Expression** Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
- **Critical & Creative Thinking** — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
- **Humanities & Cultural Literacy** — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
- **Information Literacy** — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
- **Personal & Civic Responsibility** — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Required Activity: All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Requirements and Evaluation: Students will complete four Performance Exams, with Exam 4 serving as the Final Exam, along with five unit tests.

<u>Grade Evaluation:</u>					
Performance Exams		Additional Coursework			%
Speech of Introduction	5%	Tests	20%	90%-100%=	A
Speech Forum	10%	<u>Learning Activities</u>	<u>20%</u>	80%-89%=	B
Informative Speech	20%	Total	40%	70%-79%=	C
<u>Persuasive Speech (Final)</u>	<u>25%</u>			60%-69%=	D
Total	60%			0%-59%=	F

Course Policies:

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- Performance exams will be scheduled in advance, and students are required to complete their presentation at the assigned date and time with all required elements included.
- At the instructor's discretion, missed performance exams or missing elements may be submitted by a new deadline by the instructor.
 - Presentations submitted under this provision will receive a grade reduction.
 - Failure to meet the new deadline will result in immediate failure with no further concessions.
- Internet access and/or software issues will not be taken into consideration for late submissions or missed testing. Exceptions to late submission policies may be made in unavoidable emergency circumstances. Students should contact their instructor immediately if such an emergency occurs. Concessions will require legitimate documentation and will be credited at the instructor's discretion.

Class Attendance: Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is November 12.

Class Conduct: Students will conduct themselves respectfully at all times. Any communication between other students will be presented in a supportive nature conducive to a constructive learning environment. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change: This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Bb Blackboard announcement and PJC email

Course Schedule: *The instructor reserves the right to change the course schedule if deemed necessary. Students will be given advanced notice of alterations to the schedule. All updates will be reflected in the Blackboard Calendar tool.*

Week	Topic of Study	Content Due	Due Date
1	<i>Introduction</i>	<i>First Assignment</i>	<i>8/31/2026</i>
2	Listening Effectively; Audience Analysis	<i>LA: 1 & 2</i>	<i>09/07/2026</i>
3	Listening Effectively; Audience Analysis	Unit 1 Test	<i>09/14/2026</i>
4	Listening Effectively; Audience Analysis	LA: 3 & 4 <i>Speech of Introduction</i>	<i>09/21/2026</i>
5	<i>Ethics; Delivering Your Presentation; Organizing and Outlining</i>	LA:5	<i>09/28/2026</i>
6	<i>Ethics; Delivering Your Presentation; Organizing and Outlining</i>	LA:6 & 7	<i>10/05/2026</i>
7	<i>Special Occasion Speaking; Introductions and Conclusions</i>	Unit 2 Test	<i>10/12/2026</i>
8	<i>Special Occasion Speaking; Introductions and Conclusions</i>	LA:8	<i>10/19/2026</i>
9	<i>Informative Speaking</i>	LA: 9	<i>10/26/2026</i>
10	<i>Informative Speaking</i>	Speech Forum LA:8 & 9	<i>11/02/2026</i>
11	<i>Informative Speaking</i>	Unit 3 Test	<i>11/09/2026</i>
12	<i>Presentation Aids; Supporting Your Ideas</i>	<i>Informative Presentation</i> LA: 10 & 11	<i>11/16/2026</i>
13	<i>Presentation Aids; Supporting Your Ideas</i>	LA: 12	<i>11/23/2026</i>
14	<i>Supporting Your Ideas</i>	<i>None</i>	
15	<i>Persuasive Speaking</i>	Unit 4 Test	<i>12/07/2026</i>
16	<i>Persuasive Speaking</i>	<i>Persuasive Presentation</i>	<i>12/08/2026</i>

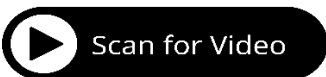
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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SPCH1321 10L0

Business & Professional Communication

Fall 2026-Flex A

Instructor: Alex Peevy

Office: MB104 (Paris)

Phone: 903-782-0321

Email: apeevy@parisjc.edu

Office Hours

Mon-Thur

8:30-9:30a.m. 1:30-2:30p.m.

Zoom meetings may be scheduled upon request

Course Description: Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

Credits: 3 SCH = 3 lecture Hours TSI Requirement: 351 R, 340 W. Prerequisite(s): None

Required Textbook(s) and Materials: This course uses a free open-source e-textbook included in the course in PDF format. Students are required to have 3x5 index cards for presentations—other study materials as assigned. Details about information technology requirements will be provided in Blackboard.

Audience Requirements: Public speaking requires a live audience. Audience requirements in this course are non-negotiable. Any Performance Exam submission that does not meet these requirements will not be graded. Depending on the assignment, students will either be required or given the option to meet one of the audience requirements below. (Requirements will be discussed during the course)

Video Conference (Zoom): Students will present live during a scheduled Zoom session with instructor and classmates for the Introduction of Self, the Facilitation Forum, and the Employment Interview. The Course final (persuasive presentation) requires an audience. One adult audience member if doing via Zoom, four adult audience members if doing via YouTube. *More details will be provided as we get closer to date.*

Course Goals and Objectives:

- Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Demonstrate Teamwork Skills—to Include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Demonstrate Personal Responsibility—to include the ability to connect choices, actions and consequences to ethical decision-making.

Student Learning Outcomes (Speech 1321 Course-Level):

Upon successful completion of this course, students will:

- Utilize various technologies as they relate to competent communication.
- Demonstrate effective cross-cultural communication.
- Apply essential dyadic and small group processes as they relate to the workplace.
- Demonstrate communication competence and critical thinking through an understanding of the foundational communication models.
- Demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership and performance appraisals.)
- Demonstrate essential public speaking skills in professional presentations.

Program Learning Outcomes: Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

- **Communication & Expression** Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
- **Critical & Creative Thinking** — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
- **Humanities & Cultural Literacy** — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
- **Information Literacy** — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
- **Personal & Civic Responsibility** — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Students will complete four major performance exams, four unit tests, and additional short learning activities throughout the term.

<u>Grade Evaluation:</u>					
Performance Exams		Additional Coursework			%
Introduction of Self	5%	Tests	20%	90%-100%=	A
Team Facilitation	10%	<u>Learning Activities</u>	<u>20%</u>	80%-89%=	B
Employment Interview	20%	Total	40%	70%-79%=	C
<u>Persuasive Presentation</u>	<u>25%</u>			60%-69%=	D
Total	60%			0%-59%=	F

Course Policies:

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- Internet access and/or software issues will not be taken into consideration for late submissions or missed testing.

Exceptions to late submission policies may be made in unavoidable emergency circumstances. Students should contact their instructor immediately if such an emergency occurs. Concessions will require legitimate documentation and will be credited at the instructor's discretion.

Class Attendance: Class attendance is critical for successfully completing this course. Students are expected to attend all scheduled class meetings and regularly access Blackboard.

- Up to three unexcused absences are permitted without an attendance penalty.
- The final course grade will be reduced by 5 percentage points for each additional unexcused absence.
- Students will not receive a passing grade if there are more than five absences.
- Arriving more than 15 minutes late or leaving more than 15 minutes early will count as an absence.
- Two late arrivals or early exits of 15 minutes or less will be recorded as one absence.
- Instructor-approved excused absences require documentation from an accepted source.
- Contact the instructor before the absence when possible, or immediately upon return, for more information
- Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is Oct 1st.

Class Conduct: Students will conduct themselves respectfully at all times. Any communication between other students will be presented in a supportive nature conducive to a constructive learning environment. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Syllabus Subject to Change: This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Bb Blackboard announcement and PJC email

Course Schedule:

The instructor reserves the right to make changes to the course schedule if deemed necessary. Students will be given advanced notice of any alterations to the schedule.

<i>Week</i>	<i>Content Due</i>	<i>Due Date</i>	<i>Module Study</i>	<i>Chapter</i>
1	First Assignment	Thur 8/27	Introduction	
2	Introduction of Self Unit 1 Test	Tue 9/1 Thur 9/3	Delivering Your Message	
3	Unit 2 Test	Tue 9/8	Group Communication & Teamwork Addendum 3a: Meetings	
4	Facilitation Forum	Mon 9/14	You and Your Audience Interpersonal Communication Nonverbal Communication	
5	Employment Interview	Tue 9/21	Presentation organization Developing Presentations	
6	Unit 3 Test	Tue 9/29	Presentations to Persuade Addendum 3b: Visual Aids	
7	Persuasive Presentation	Mon 10/5	Presentations to Inform Intercultural Communication	
8	Unit 4 Test	--		

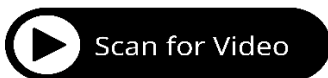
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SPCH1321 20E1

Business & Professional Communication

Fall 2026-Flex A

Instructor: Alex Peevy

Office: MB104 (Paris)

Phone: 903-782-0321

Email: apeevy@parisjc.edu

Office Hours

Mon-Thur

8:30-9:30a.m. 1:30-2:30p.m.

Zoom meetings may be scheduled upon request

Course Description: Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

Credits: 3 SCH = 3 lecture Hours TSI Requirement: 351 R, 340 W. Prerequisite(s): None

Required Textbook(s) and Materials: This course uses a free open-source e-textbook included in the course in PDF format. Students are required to have 3x5 index cards for presentations—other study materials as assigned. Details about information technology requirements will be provided in Blackboard.

Audience Requirements: Public speaking requires a live audience. Audience requirements in this course are non-negotiable. Any Performance Exam submission that does not meet these requirements will not be graded. Depending on the assignment, students will either be required or given the option to meet one of the audience requirements below. (Requirements will be discussed during the course)

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Student Learning Outcomes (Speech 1321 Course-Level):

Upon successful completion of this course, students will:

- Utilize various technologies as they relate to competent communication.
- Demonstrate effective cross-cultural communication.
- Apply essential dyadic and small group processes as they relate to the workplace.
- Demonstrate communication competence and critical thinking through an understanding of the foundational communication models.
- Demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership and performance appraisals.)
- Demonstrate essential public speaking skills in professional presentations.

Program Learning Outcomes: Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

- **Communication & Expression** Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
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4	Introduction of Self Facilitation Forum LA: 7 & 8 Unit 3 Test	Mon 9/14 Mon 9/14 Tue 9/15 Thur 9/17	You and Your Audience Interpersonal Communication Nonverbal Communication	
5	Employment Interview LA: 9 & 10	Tue 9/21 Thur 9/24	Presentation organization Developing Presentations	
6	LA 11 & 12 Unit 4 Test	Tue 9/29 Thur 10/1	Presentations to Persuade Addendum 3b: Visual Aids	
7	Persuasive Presentation	Mon 10/5	Presentations to Inform Intercultural Communication	
8	--	--		

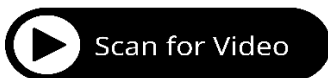
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SPCH1321 20F0

Business & Professional Communication

Fall 2026-Flex B

Instructor: Alex Peevy

Office: MB104 (Paris)

Phone: 903-782-0321

Email: apeevy@parisjc.edu

Office Hours

Mon-Thur

8:30-9:30a.m. 1:30-2:30p.m.

Zoom meetings may be scheduled upon request

Course Description: Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

Credits: 3 SCH = 3 lecture Hours TSI Requirement: 351 R, 340 W. Prerequisite(s): None

Required Textbook(s) and Materials: This course uses a free open-source e-textbook included in the course in PDF format. Students are required to have 3x5 index cards for presentations—other study materials as assigned. Details about information technology requirements will be provided in Blackboard.

Audience Requirements: Public speaking requires a live audience. Audience requirements in this course are non-negotiable. Any Performance Exam submission that does not meet these requirements will not be graded. Depending on the assignment, students will either be required or given the option to meet one of the audience requirements below. (Requirements will be discussed during the course)

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Course Goals and Objectives:

- Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Demonstrate Teamwork Skills—to Include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Demonstrate Personal Responsibility—to include the ability to connect choices, actions and consequences to ethical decision-making.

Student Learning Outcomes (Speech 1321 Course-Level):

Upon successful completion of this course, students will:

- Utilize various technologies as they relate to competent communication.
- Demonstrate effective cross-cultural communication.
- Apply essential dyadic and small group processes as they relate to the workplace.
- Demonstrate communication competence and critical thinking through an understanding of the foundational communication models.
- Demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership and performance appraisals.)
- Demonstrate essential public speaking skills in professional presentations.

Program Learning Outcomes: Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

- **Communication & Expression** Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
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- **Personal & Civic Responsibility** — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Students will complete four major performance exams, four unit tests, and additional short learning activities throughout the term.

<u>Grade Evaluation:</u>					
Performance Exams		Additional Coursework			%
Introduction of Self	5%	Tests	20%	90%-100%=	A
Team Facilitation	10%	<u>Learning Activities</u>	<u>20%</u>	80%-89%=	B
Employment Interview	20%	Total	40%	70%-79%=	C
<u>Persuasive Presentation</u>	<u>25%</u>			60%-69%=	D
Total	60%			0%-59%=	F

Course Policies:

- Documents must be submitted in .pdf format.
- Testing will not be reopened for failure to complete by the due date/time.
- Learning Activities will not be reopened for failure to complete by the due date/time.
- Performance exams will be scheduled in advance, and students are required to complete their presentation at the assigned date and time with all required elements included.
- At the instructor's discretion, missed performance exams or missing elements may be submitted by a new deadline by the instructor.
 - Presentations submitted under this provision will receive a grade reduction.
 - Failure to meet the new deadline will result in immediate failure with no further concessions.
- Internet access and/or software issues will not be taken into consideration for late submissions or missed testing.

Exceptions to late submission policies may be made in unavoidable emergency circumstances. Students should contact their instructor immediately if such an emergency occurs. Concessions will require legitimate documentation and will be credited at the instructor's discretion.

Class Attendance: Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Nov 24th.

Class Conduct: Students will conduct themselves respectfully at all times. Any communication between other students will be presented in a supportive nature conducive to a constructive learning environment. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI), including generative AI services, tools, and features, may not be used, unless otherwise directed by the instructor, to write, rewrite, expand, reorganize, or otherwise generate work. Basic spelling and grammar checking is permitted as long as it does not change the student's wording, ideas, or organization. When permitted, students must verify all AI-generated information and then cite its use. Prohibited AI use is not made permissible through citation alone. Suspected unauthorized AI use will be reviewed and, if confirmed, treated as a violation of the academic honesty policy.

Complaint Procedures: Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy: Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher) You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change: This syllabus is subject to change at any time. When changes are made students will be informed of the change by the Bb Blackboard announcement and PJC email

Course Schedule:

The instructor reserves the right to make changes to the course schedule if deemed necessary. Students will be given advanced notice of any alterations to the schedule.

<i>Week</i>	<i>Content Due</i>	<i>Due Date</i>	<i>Module Study</i>	<i>Chapter</i>
1	First Assignment	Thur 10/22	Introduction	
2	LA: 1 & 2 Unit 1 Test	Tue 10/27 Thur 10/29	Delivering Your Message	
3	LA: 3 & 4 Unit 2 Test LA: 5 & 6	Tue 11/3 Tue 11/3 Thur 11/5	Group Communication & Teamwork Addendum 3a: Meetings	
4	Introduction of Self Facilitation Forum LA: 7 & 8 Unit 3 Test	Mon 11/9 Mon 11/9 Tue 11/10 Thur 11/12	You and Your Audience Interpersonal Communication Nonverbal Communication	
5	Employment Interview LA: 9 & 10	Mon 11/16 Thur 11/19	Presentation organization Developing Presentations	
6	LA 11 & 12 Unit 4 Test	Tue 11/24 Thur 11/26	Presentations to Persuade Addendum 3b: Visual Aids	
7	Persuasive Presentation	Mon 11/30	Presentations to Inform Intercultural Communication	
8	--	--		

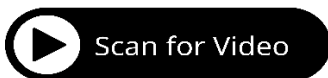
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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SPEECH 1315 25D1
Fundamentals of Public Speaking
Fall 26 - 16 weeks

Instructor: Rob Stanley
Office: Paris Campus Math Science
Phone: 903-782-0338 (office)
Meeting Times: Online

Meeting Location: Online
Meeting Days: Online
Email: rstanley@parisjc.edu
Office Hours: M-F 8:00am – 5:00pm

Course Description: Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Credits: SCH = 3

Required Textbook(s) and Materials:

Textbook: (PDF format, links to materials in each Unit)

Selected speaking genres for this Summer semester: Introduction, Informative, Inspirational, Instructional

What will you learn this semester? Student Learning Outcomes (Speech 1315 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate an understanding of the foundational models of communication.
2. Apply elements of audience analysis.
3. Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic.
4. Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
5. Demonstrate effective usage of technology when researching and/or presenting speeches.
6. Identify how culture, ethnicity, and gender influence communication.
7. Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative, or persuasive)

Student Learning Outcomes (Speech Program-Level):

1. Demonstrate verbal, physical, and vocal elements consistent with acceptable fundamental speaking techniques and critically analyze other speaker's abilities.
2. Compose a structured verbal presentation utilizing an accepted outline format, verbal resources, and visual aids to add credibility to the speaker's message.
3. Utilize and define communication terms and principles as they apply to a one-on-one, public, and/or business setting

Course Schedule:

Important Dates: Class schedule

Syllabus quiz and PRCA-24 survey due September 8th

Unit One/Intro speech and Unit 1 test due September 29th

Unit Two/Special occasion speech and Unit 2 test due October 20th

Unit Three/Informative speech and Unit 3 test due November 10th

Unit Four/Pet Peeve speech with props and Unit 4 test due Dec 1st

Unit Five/ Persuasive speech and Unit 5 test due Dec 8

Above dates are approximate and may change based on class performance

Course Requirements and Evaluation:

During the course, students will complete five (5) major Performance Exams, one of which is the Final Exam for the course. Students will also compose short writing assignments of analysis.

Lastly, students will complete chapter quizzes contained in each unit and a syllabus quiz.

*Please note: This is a percentage-based course, not a points-based course. Each component-- Quizzes, Writing Assignments, and Performance Exams--makes up a percentage of the final course grade. Your grade is not complete until all components are graded. The six tests including the syllabus quiz accounts for 25% of the grade and the other 75% of the grade comes from the Performance exams that are weighted at 15% each. Blank copies of the rubrics used to grade Performance Exams and Writing Assignments in the course are available in Blackboard for students to view before submitting coursework. It is the student's responsibility to read and understand the grading procedures for the class. *

Grade Evaluation and Additional Coursework:

6 tests = 25%

TOTAL 25%

Performance Exams:

Exam 1: Speech of Introduction 15%

Exam 2: Special occasion speech 15%

Exam 3: Speech of Demonstration 15%

Exam 4: Pet Peeve Speech 15%

Exam 5: Persuasive Speech (Final) 15%

TOTAL 75%

*Please note: Performance Exams are the most heavily weighted grades.

Grading Scale: 90%-100% = A

80%-89% = B

70%-79% = C

60%-69% = D

0%-59%= F

Speech Presentations: For the "Live Audience on YouTube" Option, Please Note: *Performance Exam Videos that do not follow ALL the instructions in the "Tutorials for Successful Presentations" folder in the "START HERE" area on Blackboard will not be given consideration and will receive a grade of 0. Performance Exams submitted using this option without the instructor's approval will receive a grade of 0. *

*Performance Exam Videos submitted with an inattentive audience will not be given consideration and will receive a grade of 0. * *Performance Exam videos submitted without the minimum number must be approved prior to submission.

For Both Options, YouTube or Zoom, please note these Technology Requirements:

Access to a computer (desktop or laptop) and consistent, reliable access to the Internet are the student's responsibility. This course cannot be completed on a smart phone.

*Software: Adobe Acrobat Reader (free download at <https://get.adobe.com/reader/>), Microsoft PowerPoint, Microsoft Word, Firefox or Google Chrome as an internet browser, and a “YouTube” account.

Your professor does not accept ANY work turned in using Google tools (slides, doc, etc...).

Using a Google tool will result in an automatic ZERO “0” on the assignment. ***Please Note:** Apple and Google-based documents are NOT compatible with the course. Google Docs and Apple-based (ex: pages) attachments will receive a “0” if submitted, as they cannot be graded or plagiarism-checked through "Safe Assign" on Blackboard. Please use only Windows-based word processing and slideware programs or submit attachments in PDF format.

For your performance exams, you must have a Camera/Camera Phone/Smart Phone/Web Cam or any means of digitally recording and uploading content to your “YouTube” account. Recordings must be well-lit, clear, and of high enough video quality/resolution that you can be clearly seen and heard. YouTube privacy settings must be set to “unlisted.” Videos in which you are not clearly visible and audible will receive a grade of 0. Be sure to review your YouTube video links before submitting to ensure the link is working and will play your video when accessed.

Additional Materials: A pack of 4 x 6 note cards for speaking notes and a flash drive to store documents and visual aids

Technical Difficulties: Technical issues are not an excuse to miss deadlines. Therefore, assignments should not be put off until the deadline.

Course Policies & Faculty Classroom Policies:

Attendance Policy: Log into Blackboard daily, as you may receive messages, announcements are made often, coursework is due at intervals throughout the semester, new videos and content may become available, and changes may be made if needed.

Dragon Mail and Blackboard: Check your Dragon Mail daily. Be sure you are logging in to Blackboard daily to complete chapter readings and coursework, and to look for any new course announcements. All class correspondence will take place through PJC Dragon Mail and Blackboard.

Internet Access Requirement: Reliable access to the internet is the student’s responsibility. Lack of an internet connection will not be accepted as a reason to miss assignments or submit late work. Please monitor weather conditions carefully if internet service tends to be disrupted during storms and other inclement weather.

Audience Requirement: As stated previously, Public Speaking can only occur with an audience present.

All Performance Exams are required to have a minimum of four (4) adults or classmates (age 15+) to serve as an audience.

Timeliness of Assignments: All course work is due on the date specified by the instructor, as posted on the Course Calendar in Blackboard. Any work which is not turned in, including Performance Exams, will receive a grade of 0. Late work can only be submitted with the instructor’s approval. The last day to submit late/missing work with the instructor’s approval is March 1st.

Technical Difficulties: Technical issues are not an excuse to miss deadlines. Therefore, assignments should not be put off until the deadline.

Makeup Work:

1. The student is responsible for contacting the instructor regarding makeup work.
2. If a makeup submission is permitted for any assignment, the late work may be penalized and incur a deduction of 25% of the point value of the assignment, unless the work is accompanied with an acceptable documented excuse for absence (Example: documentation of hospital admittance or other documented emergency).
3. Weddings, birthdays, vacations, graduations, technical difficulties, etc. are not acceptable reasons to miss a due date.
4. Late submissions will not be accepted and earn an automatic grade of “0” if the student has not contacted the instructor for approval prior to submitting the assignment after the original due date.

Final Exam: Performance Exam 5 serves as the final exam and is a culmination and application of all the information in the course. No late submissions for the Final Exam are accepted for any reason.

Paris Junior College Policies: Class Attendance: Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **November 12**.

Class Conduct: Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory.

No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Official Report Date (ORD) and Participation: The Texas Higher Education Coordinating Board (THECB) requires that online students show active participation in the course prior to the Official Report Date (ORD) or they are to be dropped from the course on the ORD. To remain enrolled in this course, students must actively participate in the course. **For the Fall 26 second 816week term, the ORD is September 8, 2026. Students must submit the Syllabus Quiz by September 8** to retain enrollment in the course. Failure to complete this quiz by the due date may result in being dropped from the course before the Official Report Date (ORD).

Last Date to Withdraw: **November 12, 2026** is the last date to drop the course and receive an automatic “W.” Withdrawal is the student’s responsibility.

Academic Honesty:

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Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your

reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
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Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

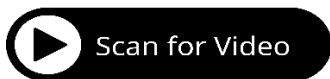
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



*BUSI 2301.20E0
Business Law
Fall 2026 Flex A*

Instructor: Rob Stanley, J.D.
Office: Math Science 111b
Phone: 903-782-0338
Email: rstanley@parisjc.edu
Office Hours: M-F 8:00A.M. – 5:00P.M.

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

Credits: 3.3.0

TSI Requirement: A score in the range of 945–990 on the ELAR CRC Test and a score of at least 5 on the Essay Test or an ELAR CRC Test score below 945 and an ELAR Diagnostic Test score of 5 or 6 and an Essay Test score of 5 or higher.

Prerequisite(s): High school coursework in U.S. history and government, or equivalent.

Required Textbook(s) and Materials:

Law for Business; John Ashcroft, Katherine Ashcroft, and Martha Patterson; South-Western Cengage Learning, 2017, ISBN - 978-1-305-65492-1.

Course Goals and Objectives:

1. Describe the origins and structure of the U.S. legal system.
2. Describe the relationship of ethics and law in business.
3. Define relevant legal terms in business.
4. Explain basic principles of law that apply to business and business transactions.
5. Describe business law in the global context.
6. Describe current law, rules, and regulations related to settling business disputes.

Course Schedule: As soon as you log in please do the “First Assignment” – this allows me to know that you can access the course and that you are participating in the course – If you have not participated in the class and you have not done the syllabus quiz by 11:59 August 30th – you will be dropped from the course for non-participation. All work is done in Blackboard.

Week Of	TOPIC	ASSIGNMENTS
Aug 24	Chapters 1-4, Legal System & Environment	Read pages 2-45, review PowerPoints, complete homework assignment online
	Chapters 5-7, Contracts	Read pages 48-74, review PowerPoints, complete homework assignment online
Aug 31	Chapters 8-10, Contracts	Read pages 77-107, review PowerPoints, complete homework assignment online, complete ethics question online
	Chapters 11-13, Contracts	Read pages 110-141, review PowerPoints, complete homework assignment online
Sep 7th	Chapters 14-15, Personal Property	Read pages 150-174, review PowerPoints, complete homework assignment online
Sep 10 ^h – Sep 15th	EXAM 1	Exam 1 covers Chapters 1 through 13
	Chapters 16-19, Sales	Read pages 182-230, review PowerPoints, complete homework assignment online, complete ethics question online
Sep 14th	Chapters 20-22, Negotiable Instruments	Read pages 238-268, review PowerPoints, complete homework assignment online
	Chapters 23-24, Negotiable Instruments	Read pages 271-291, review PowerPoints, complete homework assignment online
Sep 21nd	Chapters 25-27, Agency and Employment	Read pages 300-331, review PowerPoints, complete homework assignment online, complete Case Studies online
Sep 23 -Sep 30	EXAM 2	Exam 2 covers Chapters 14 through 24
	Chapters 28, Agency and Employment	Read pages 334-349, review PowerPoints, complete homework assignment online
Sep 28th	Chapters 29-31, Business Organizations	Read pages 358-389, review PowerPoints, complete homework assignment online
	Chapters 32-34, Business Organizations	Read pages 392-421, review PowerPoints, complete homework assignment online,

		complete Ethics question online
Oct 5	Chapters 35-38, Business Organizations	Read pages 430-473, review PowerPoints, complete homework assignment online
	Chapters 39-41, Read Property	Read pages 482-509, review PowerPoints, complete homework assignment online
Oct 12	Chapters 42-43, Real Property	Read pages 512-538, review PowerPoints, complete homework assignment online
Oct 9 th -14 th	FINAL EXAM	Final Exam covers Chapter 28 through 43

Course Requirements and Evaluation:

Possible Points:

1. Class Assignments - 30% or 150 pts.
2. Ethics and Legal Case questions - 10% or 50pts.
3. Exams - 60% or 300 pts.

Grade Determination:

450 to 500 points	=	A
400 to 449 points	=	B
350 to 399 points	=	C
300 to 349 points	=	D
299 or below	=	F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, October 1.

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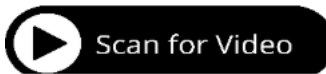
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*BUSI 2301.20F0
Business Law
Fall 2026 Flex B*

Instructor: Rob Stanley, J.D.
Office: Math Science 111b
Phone: 903-782-0338
Email: rstanley@parisjc.edu
Office Hours: M-F 8:00A.M. – 5:00P.M.

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

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Credits: 3.3.0

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Course Goals and Objectives:

1. Describe the origins and structure of the U.S. legal system.
2. Describe the relationship of ethics and law in business.
3. Define relevant legal terms in business.
4. Explain basic principles of law that apply to business and business transactions.
5. Describe business law in the global context.
6. Describe current law, rules, and regulations related to settling business disputes.

Course Schedule: As soon as you log in please do the “First Assignment” – this allows me to know that you can access the course and that you are participating in the course – If you have not participated in the class and you have not done the syllabus quiz by 11:59 October 25th – you will be dropped from the course for non-participation. All work is done in Blackboard.

Week Of	TOPIC	ASSIGNMENTS
October 19	Chapters 1-4, Legal System & Environment	Read pages 2-45, review PowerPoints, complete homework assignment online
	Chapters 5-7, Contracts	Read pages 48-74, review PowerPoints, complete homework assignment online
October 26	Chapters 8-10, Contracts	Read pages 77-107, review PowerPoints, complete homework assignment online, complete ethics question online
	Chapters 11-13, Contracts	Read pages 110-141, review PowerPoints, complete homework assignment online
November 2	Chapters 14-15, Personal Property	Read pages 150-174, review PowerPoints, complete homework assignment online
October 29-November 3	EXAM 1	Exam 1 covers Chapters 1 through 13
	Chapters 16-19, Sales	Read pages 182-230, review PowerPoints, complete homework assignment online, complete ethics question online
November 9	Chapters 20-22, Negotiable Instruments	Read pages 238-268, review PowerPoints, complete homework assignment online
	Chapters 23-24, Negotiable Instruments	Read pages 271-291, review PowerPoints, complete homework assignment online
November 16	Chapters 25-27, Agency and Employment	Read pages 300-331, review PowerPoints, complete homework assignment online, complete Case Studies online
November 12 – November 17	EXAM 2	Exam 2 covers Chapters 14 through 24
	Chapters 28, Agency and Employment	Read pages 334-349, review PowerPoints, complete homework assignment online
November 23	Chapters 29-31, Business Organizations	Read pages 358-389, review PowerPoints, complete homework assignment online
	Chapters 32-34, Business Organizations	Read pages 392-421, review PowerPoints, complete homework assignment online,

		complete Ethics question online
Nov 30	Chapters 35-38, Business Organizations	Read pages 430-473, review PowerPoints, complete homework assignment online
	Chapters 39-41, Read Property	Read pages 482-509, review PowerPoints, complete homework assignment online
	Chapters 42-43, Real Property	Read pages 512-538, review PowerPoints, complete homework assignment online
Dec 3 – Dec 7	FINAL EXAM	Final Exam covers Chapter 28 through 43

Course Requirements and Evaluation:

Possible Points:

1. Class Assignments - 30% or 150 pts.
2. Ethics and Legal Case questions - 10% or 50pts.
3. Exams - 60% or 300 pts.

Grade Determination:

450 to 500 points	=	A
400 to 449 points	=	B
350 to 399 points	=	C
300 to 349 points	=	D
299 or below	=	F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Tuesday, October 1.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and

2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

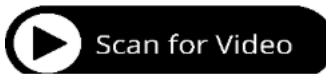
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course # (CNBT 2310)
Course Title (Commercial/Industrial Blueprint Reading)
Fall A 2026

Instructor: Russell Dieterich

Office: WTC 1102

Phone: 903-782-0720

Email: rdieterich@parisjc.edu

Office Hours: M,W 8AM-10AM & 12PM-1PM

T,R 8AM-9AM & 12PM-1PM

Meeting Location: WTC 1213

Meeting Days: M,W & T,R

Meeting Times: 10AM-11:40AM & 9AM-9:50AM

Course Description:

Provides an integrated look at the practice of Blueprint reading for Commercial/Industrial construction.

Credits: 3 SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NA- M, NA- R, NA- W.

Prerequisite(s): High school Diploma or GED

Required Textbook(s) and Materials:

Print Reading For Construction Author: Brown

Edition: 8th, © 2023

ISBN: 9781649259851

1 – Engineering Scale

1 – Architect Scale

Course Goals and Objectives:

Scale commercial/industrial prints with architectural and engineering scales; identify construction blueprint symbols and abbreviations; interpret a set of commercial/industrial construction contract documents; and correlate elevations, sections, details, plan views, schedules, and general notes.

Course Schedule:

Week Topic

Week 1 -Construction Drawing Organization

-Construction math and Application

Week 2 -Reading Measuring Tools and Using Scales

-Lines and Symbols

Week 3 -Fundamental Drawing Practices

-Specifications and Building Codes

-Construction Materials-Types and uses

Week 4 -Site Plans

-Site & Architectural Plans

Week 5 -Foundation & Structural Plans
-Residential Framing Plans
-Plumbing & HVAC Plans
Week 6 - Electrical Plans
Week 7 -Welding Plans
- Estimating Construction Cost / Review
Week 8 -Finals

Course Requirements and Evaluation:

Testing, 50% of total grade:

Attendance, 50% of total grade;

Beginning with the spring semester 2001, a grade of “D” will not be given. An average of 70 or above will be considered passing while a grade below 70 will be considered failing.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student.

Students are expected to be present at each class meeting for the entire session. Points lost for tardiness or for leaving class early: 5 minutes 1 point, 6 minutes to 20 minutes 10 points, 21 minutes to 30 minutes 20 points, 31 minutes to 45 minutes 30 points, over 45 minutes 100 points. Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is *Oct 1st*.

Class Conduct:

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AI is Prohibited:

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Syllabus Subject to Change

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Tech Support:

For computer or log in issues please contact Tech Support

<https://www.parisjc.edu/technology/pjc-it-checklist.php>

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

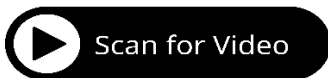
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



"For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency."

SOCIAL SECURITY NUMBER – Social security number disclosure is required by Section 231.302(c)(1) of the Texas Family Code in order to obtain a license.

Course # (CNBT-2310) Dual Credit
Course Title (Commercial/Industrial Blueprint Reading)
Fall 2026

Instructor: Ron House
Office: Greenville A122
Phone: 903-457-8738
Office Hours: 9:15AM-10AM

Meeting Location: Greenville A120
Meeting Days: MTWR
Meeting Times: 8:00AM to 9:15AM
Email: dhartman@parisjc.edu

Course Description:

Provides an integrated look at the practice of Blueprint reading for Commercial/Industrial construction.

Credits: 3 SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NA- M, NA- R, NA- W.

Prerequisite(s): High school Diploma or GED

ISBN: 9781649259851

1 – Engineering Scale 1 – Architect Scale

Course Goals and Objectives:

Scale commercial/industrial prints with architectural and engineering scales; identify construction blueprint symbols and abbreviations; interpret a set of commercial/industrial construction contract documents; and correlate elevations, sections, details, plan views, schedules, and general notes

Course Schedule/Weekly Lesson Plan:

WEEK OF	TOPIC	READINGS ASSIGNMENTS LECTURES
8/25	Chapter 1	Construction Drawing Organization
9/2	Chapter 2	Construction math and Application
9/8	Chapter 3	Reading Measuring Tools and Using Scales
9/15	Chapter 4	Lines and Symbols
9/22	Chapter 5	Fundamental Drawing Practices
9/29	Chapter 6	Specifications and Building Codes
10/6	Chapter 7	Construction Materials-Types and uses
10/13	Chapter 8	Site Plans
10/15 – 10/16	Mid Terms	
10/20	Chapter 9	Site & Architectural Plans
10/27	Chapter 10-11	Foundation & Structural Plans
11/3	Chapter 12	Residential Framing Plans
11/10	Chapter 13-14	Plumbing & HVAC Plans
11/17	Chapter 15	Electrical Plans
11/24	Chapter 16	Welding Plans
12/1	Chapter 17	Estimating Construction Cost / Review
12/8	Review	
12/10 – 12/11	Finals	

Course Requirements and Evaluation:

Testing, 25% of total grade/Attendance, 50% of total grade/Daily Grade 25% of total grade

Beginning with the spring semester 2001, a grade of "D" will not be given. An average of 70 or above will be considered passing while a grade below 70 will be considered failing.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student.

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Syllabus Subject to Change

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Tech Support:

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Illness Policy:

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SOCIAL SECURITY NUMBER – Social security number disclosure is required by Section 231.302(c)(1) of the Texas Family Code in order to obtain a license.

Acknowledgement:

This is to acknowledge that I have received a copy of the syllabus for the course CNBT 2310, Commercial / Industrial Blueprint. Reading I understand that it is my responsibility to read and understand the syllabus and to abide by the guidelines presented therein.

Printed Name	Signature
--------------	-----------

Date

Cell #

Course # (ELPT-1221)
Course Title (Introduction to Electrical Safety and Tools)
Fall A 2026

Instructor: Russell Dieterich

Office: WTC 1102

Phone: 903-782-0720

Email: rdieterich@parisjc.edu

Office Hours: M,W 8AM-10AM & 12PM-1PM

T,R 8AM-9AM & 12PM-1PM

Meeting Location: WTC 1213

Meeting Days: MW

Meeting Times: 1 PM to 4:20 PM

Course Description:

Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

Credits 2 SCH = 1 lecture and 3 laboratory hours

TSI Requirement: NA- M, NA- R, NA- W.

Prerequisite(s): High school Diploma or GED

Required Textbook(s) and Materials:

Electrical Safety a Practical Guide to OSHA and NFPA70E

James R White ISBN# 9780826935816

Course Goals and Objectives:

Explain electrical hazards and how to avoid them in the workplace; discuss safety issues concerning lockout/tagout procedures; and demonstrate safe work habits using common hand and power tools for electricians.

Course Schedule:

Week Topic

1	Chapter 1	Electrical Hazards and Basic Electrical Safety
2	Chapter 2	Multi-Employer Worksites and Electrical Safety Programs
3	Chapter 3	Training of Qualified and Unqualified Workers
4	Chapter 4	Approach Boundaries for Shock and Arc Flash Hazards
5	Chapter 5	Performing a Risk Assessment
	Chapter 6	Establishing an Electrically Safe Work Condition
6	Chapter 7	Working on Energized Conductors and Circuit Parts
	Chapter 8	Portable Electric Tools and Flexible Cords
7	Chapter 9	Selecting and Inspecting Personal Protective Equipment
		Guidelines for Common Electrical Tasks
8	Finals	

Course Requirements and Evaluation:

Testing, 50% of total grade; Attendance, 50% of total grade;

Beginning with the spring semester 2001, a grade of “D” will not be given. An average of 70 or above will be considered passing while a grade below 70 will be considered failing.

Class Attendance:

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Tech Support:

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Illness Policy:

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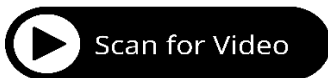
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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SOCIAL SECURITY NUMBER – Social security number disclosure is required by Section 231.302(c)(1) of the Texas Family Code in order to obtain a license.

Course # (ELPT-1225)
Course Title (National Electrical Code I)
Fall B 2025

Instructor: Russell Dieterich

Office: WTC 1102

Phone: 903-782-0720

Email: rdieterich@parisjc.edu

Office Hours: 8AM-10AM &12PM-1PM

Meeting Location: WTC 1213

Meeting Days: MW

Meeting Times: 10AM – 11:40PM

Course Description:

An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

Credits: 2 SCH = 2 lecture

TSI Requirement: NA- M, NA- R, NA- W.

Prerequisite(s): High school Diploma or GED

Required Textbook(s) and Materials:

National Electrical Code 2026 ISBN # 978-1455932207 NFPA

Course Goals and Objectives:

Locate and interpret the sections in the NEC that pertain to electrical installations; calculate the size of conductors, boxes, raceways, and overcurrent protective devices for branch circuits supplying electrical equipment; calculate conductors, overcurrent protection, and service equipment as applied to building services; and compute the size of branch circuits, feeders, and equipment for motors.

Course Schedule:

Week Topic

1	Chapter 1	General
2	Chapter 2	Wiring and Protection
3,4,5	Chapter 3	Wiring Methods and Materials
6,7	Chapter 4	Equipment for General Use
8	Final Exam	

Course Requirements and Evaluation:

Testing, 50% of total grade:

Attendance, 50% of total grade;

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Tech Support:

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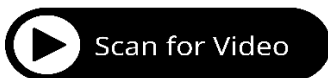
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SOCIAL SECURITY NUMBER – Social security number disclosure is required by Section 231.302(c)(1) of the Texas Family Code in order to obtain a license.

Course # (ELPT-1411)
Course Title (Basic Electrical Theory)
Fall A 2026

Instructor: Russell Dieterich

Office: WTC 1102

Phone: 903-782-0720

Email: rdieterich@parisjc.edu

Office Hours: M,W 8AM-10AM & 12PM-1PM

T,R 8AM-9AM & 12PM-1PM

Meeting Location: WTC 1213

Meeting Days: TR

Meeting Times: 10AM – 4PM

Course Description:

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

Credits: 4 SCH = 3 lecture and 3 laboratory

TSI Requirement: NA- M, NA- R, NA- W.

Prerequisite(s): High school Diploma or GED

Required Textbook(s) and Materials:

Electrical Principles and Practices 4th edition ISBN # 978-0-8269-1811-6

Glen A. Mazur, Peter A. Zurlis

UGLY'S Electrical References ISBN # 9781284315752

Jones & Bartlett

Tool Kit as provided with course

Course Goals and Objectives:

Explain atomic structure and basic values such as voltage, current, resistance, and power; determine electrical values for combination circuits in direct current (DC) and alternating current (AC) containing resistance, inductance, and capacitance; summarize the principles of magnetism; calculate voltage drop based on conductor length, type of material, and size; and utilize electrical measuring instruments. Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

Course Schedule:

Week Topic

1	Ch 1&2	Electrical Principles, Basic Quantities
2	Ch 3&4	Ohm's Law, Safety
3	Ch 5,6,8	Math Principles, Applications, Meter Abbreviations & Display
4	Ch 9,10,11	Taking Standard Measurement's, Symbols and Printreading Circuit Conductors, Connections & Protection
5	Ch 12,13,14	Series Circuits, Parallel Circuits, Series/Parallel Circuits
6	Ch 15,16,17	Transformers and Smart Grid Technology, Electric Motors Resistance, Inductance and Capacitance
7	Ch18,19,20,21	Circuit Requirements, Residential, Commercial, Industrial
8	Finals	

Course Requirements and Evaluation:

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Attendance, 50% of total grade;

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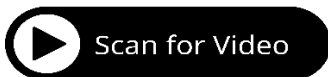
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Course # (ELPT-1429)
Course Title (Residential Wiring)
Fall B 2026

Instructor: Russell Dieterich

Office: WTC 1102

Phone: 903-782-0720

Email: rdieterich@parisjc.edu

Office Hours: 8AM-10AM & 12PM-1PM

Meeting Location: WTC 1213

Meeting Days: MTWR

Meeting Times: 1PM-4:20PM

Course Description:

Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.

Credits: 4 SCH = 2 lecture and 6 laboratory

TSI Requirement: NA- M, NA- R, NA- W.

Prerequisite(s): High school Diploma or GED

Required Textbook(s) and Materials:

Residential Wiring and Smart Home Technology

ISBN # 978-0-8269-1833-8

Gary J Rockis

Course Goals and Objectives:

Compute the circuit sizes needed for the installation of branch circuits, feeders, and service entrance conductors; explain the proper installation of wiring devices according to electrical codes; demonstrate grounding methods; install ground fault circuits; identify residential wiring methods; and demonstrate proper safety procedures.

Course Schedule:

Week Topic

1	Ch.1,2,3,4	Power Generation, Distribution, and Smart Grid Systems, Electrical Quantities, Voltage Sources, and Generators Service Entrances and Smart Meter Installation Electrical Grounding and Overcurrent Protection
2	Chapter 5,6,7	Electrical Safety, Tools, and Test Instruments Electrical Prints and Diagrams Electrical Connections
3	Chapter 8,9,10	Nonmetallic-Sheathed Cable Metallic- Sheathed Cable Conduit
4	Chapter 11,12	Receptacles Switches and Branch Circuit Installation
5	Chapter 13,14	Smart Home Infrastructure Security Systems and Smart Home Applications

6	Chapter 15,16	Fire Alarm Systems and Smart Home Applications Home Energy Management and Smart Home App.
7	Chapter 17	Lifestyle Applications of the Smart Home
8	Finals	

Course Requirements and Evaluation:

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Course # (ELPT-1221) Dual Credit
Course Title (Introduction to Electrical Safety and Tools)
Fall 2026

Instructor: David Hartman
Office: Greenville A122
Phone: 903-457-8738
Office Hours: 9:15AM-10AM

Meeting Location: Greenville A120
Meeting Days: MTWR
Meeting Times: 8:00AM to 9:15AM
Email: dhartman@parisjc.edu

Course Description:

Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

Credits 2 SCH = 1 lecture and 3 laboratory hours

TSI Requirement: NA- M, NA- R, NA- W.

Prerequisite(s): High school Diploma or GED

Required Textbook(s) and Materials:

Electrical Safety a Practical Guide to OSHA and NFPA70E

Required Textbook(s) and Materials:

Electrical Safety a Practical Guide to OSHA and NFPA70E James R White ISBN# 9780826935816

Course Goals and Objectives:

Explain electrical hazards and how to avoid them in the workplace; discuss safety issues concerning lockout/tagout procedures; and demonstrate safe work habits using common hand and power tools for electricians

Course Schedule/Weekly Lesson Plan:

WEEK OF	TOPIC	READINGS ASSIGNMENTS LECTURES
8/24	Chapter 1	Electrical Hazards and Basic Electrical Safety
8/31	Chapter 1	Electrical Hazards and Basic Electrical Safety
9/7	Chapter 2	Multi-Employer Worksites and Electrical Safety Programs
9/14	Chapter 2	Multi-Employer Worksites and Electrical Safety Programs
9/21	Chapter 3	Training of Qualified and Unqualified Workers
9/28	Chapter 3	Training of Qualified and Unqualified Workers
10/5	Chapter 4	Approach Boundaries for Shock and Arc Flash Hazards
10/12	Lab / Review	
10/14-10/15	Mid Term	Testing
10/19	Chapter 4	Approach Boundaries for Shock and Arc Flash Hazards
10/26	Chapter 5	Performing a Risk Assessment
11/2	Chapter 6	Establishing an Electrically Safe Work Condition
11/9	Chapter 7	Working on Energized Conductors and Circuit Parts
11/16	Chapter 8	Portable Electric Tools and Flexible Cords
11/23	Chapter 9	Selecting and Inspecting Personal Protective Equipment
11/30	Chapter 10	Guidelines for Common Electrical Tasks
12/7	Lab / Review	
12/9-12/10	Final	Testing

Course Requirements and Evaluation:

Testing, 25% of total grade/Attendance, 50% of total grade/Daily Grade 25% of total grade

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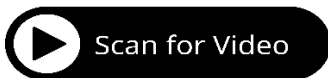
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Acknowledgement:

This is to acknowledge that I have received a copy of the syllabus for the course ELPT 1221 Introduction to Electrical Safety and Tools. I understand that it is my responsibility to read and understand the syllabus and to abide by the guidelines presented therein.

Printed Name

Signature

Date

Cell #

JLRY 1309.10C0
Casting I
Fall 2026

Instructor: Ms. Ashton Henderson
Office: AS 126
Phone: 903-782-0249
Email: ahenderson@parisjc.edu

Meeting Location: AS 126
Meeting Days: Monday through Thursday
Meeting Times: 8:00 a.m. to 4:30 p.m.

Office Hours: Monday through Thursday from 8:00 a.m. to 4:30 p.m.
Friday from 8:00 a.m. to 12:00 p.m.

Course Description:

An introduction to the Lost Wax Casting process – using injected wax models and/or resin models. Covering both the Centrifugal and Vacuum Casting processes.

Required Textbook(s) and Materials:

ISBN, Title, Author:

9780979996221, Jewelry Metals, MJSA Jewelry

978-0871922403, The Complete Metal-smith, Tim McCreight

978-0964355033, Jeweler's Resource, Bruce G. Knuth

978-097134952, The AJM Guide to Lost Wax Casting, Contributors of AJM Mag.

Second Semester Jewelry Tool Kit

All Handouts, PowerPoints, & Videos are posted on Blackboard for the student's convenience

Course Goals and Objectives:

Prepare projects for casting by spruing, investing and creating burning out models; describe units of weight and characteristics of metal alloys, wax and/or resin; calculate weight of metal alloy for casting; identify potential problem areas in models and spruing procedures; demonstrate basic jewelry casting processes and use of related materials and equipment; finish castings as jewelry pieces using industry standards.

Course Requirements and Evaluation:

To achieve a Certificate and/or an Associate Degree in Jewelry - a student must have accumulated a 2.0 grade point average (GPA). A grade of at least "D" (60%) is required for completion of all Jewelry Technology courses. To receive credit for a Jewelry course, students must complete all projects listed in the instructor's guide for that course. A grade of "D" (60%), or higher is required to complete a project in order to advance to the next project. Projects, that were graded lower than a "60" must be started over from the beginning. On occasions, the instructor may allow a project to be modified to a passing grade. Projects with modifications will be re-graded two times at maximum. If the project is not modified to a passing grade at this time, the project turns into a "redo". After performing the modification, the original integrity of the project must have been maintained. Dates and order of the projects may differ from the syllabus at the instructor's discretion.

Required Activity:

As part of this course, *all students* are required to complete the following mandatory trainings:

- I. Alcohol & Other Drugs
- II. Sexual Assault Prevention for Community College Students
- III. Mental Well-Being for Students

Students are responsible for completing all assigned trainings by the designated deadline. Students will receive the links for mandatory training in their student email. Proof of completion must be provided to the instructor in order to receive credit for this requirement. Failure to complete the trainings and/or provide verification of completion may result in the student not receiving a grade for this portion of the course.

Course Policies:

This is in no way intended to void, modify, or circumvent any of the policies and/or procedures contained in the Student Handbook and events calendar; but rather, is intended to define and emphasize certain of these policies as they apply to the Jewelry students.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated *by the student*.

Students are expected to arrive on time and are expected to be properly prepared to engage appropriately with course content. The student's active participation in classroom discussions, activities, and projects is an essential and critical part of the course.

Class attendance, whether in-person or virtual, is required and expected for successful class performance.

An absence for any reason does not relieve a student of responsibility for any part of the work covered in the class during the period of absence. Absences are excused in the event of a personal illness or family emergency; as long as there is proper documentation. In those instances, it is the student's responsibility to provide the proper documentation; as well as, meet with the instructor in order to receive any missed assignment(s)/lectures/exams.

Please be aware that this classroom utilizes a door-locking system. If the student arrives after the door has been locked, the student may not be able to enter the classroom until the next designated time the door is opened. Late arrival does not guarantee immediate access to the classroom.

If the student anticipates being late, it is the student's responsibility to notify the instructor as soon as possible and provide a reason for the late arrival. However, notifying the instructor does not guarantee that the student will be permitted to enter the classroom immediately. Ultimately, it is each student's responsibility to plan accordingly and arrive to class on time every day. Consistent punctuality contributes to a productive, respectful, and successful learning experience for both the student and the class as a whole.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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2. Students must notify instructor via email (ahenderson@parisjc.edu) by no later than 9:00 a.m. of the day being missed. An unexcused absence will be recorded if timely notification is not given.
3. Students with 3 unexcused absences are subject to failing the course.
4. Documented and justifiable absences may be excused. Examples of this would include memorial cards from a friend or family member's funeral, or a doctor's note/receipt from a care clinic in the case of illness of the student or a dependent.
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8. To maintain a productive learning environment, students are expected to remain in their assigned classroom and avoid interrupting instruction or student work in other classrooms.
9. A lack of professionalism may also require the removal of a student from class. Some actions which would be considered unprofessional are: lack of respect given to the

instructor or other students, coarse or prejudicial language, misuse of class equipment, working on personal projects, inappropriate attire, wearing head phones or similar items. Students lacking professionalism may have an unexcused absence recorded and be removed from class for a time.

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The Course Grade is compiled as follows:

Project Average:	70%
Workplace Ethics:	20%
Written Final:	10%
Final Course Grade:	100%

Grade Scale:	A: 90-100%
	B: 80-89%
	C: 70-79%
	D: 60-69%
	F: 0-59%
	X: Incomplete

Incomplete Course Work:

To qualify for an incomplete: the student must have **completed 75%** of the required projects by the end of the course. Incomplete course work must be completed by the end of the *next long semester*, or the grade of **X** will turn to an **F**.

Students with an incomplete are responsible for setting up a schedule with the instructor to complete the course work. The maximum allotted time to finish incomplete course work is **28 hours**.

If the student completes the required projects to a grade of "60" or better by the end of the scheduled allotted time, the student will then be assigned a course grade.

Friday Lab Time Requirements:

1. Friday morning lab time is designated for the completion of class projects. Students with excessive absences and tardiness will need instructor approval for lab time.
2. Friday lab time begins promptly at 8:00am, and classroom entrance is not guaranteed after 8:00am.
3. Students will be asked to leave if they are talking &/or distracting other students.

Safety:

1. There are certain elementary precautions that **MUST** be observed when working with sharp objects, machines/equipment, &/or hot metals. Therefore, all items of clothing must be of at least 50% natural fibers. Shorts, halters, open toed shoes, sleeveless shirts, hats, sweatshirt hoods, and other clothing worn on the head are not permitted in classroom areas.
2. Cell phones and any other sound/video producing or recording device(s) may not be present nor used in the polishing rooms & casting areas.
3. Students must be trained and authorized by the instructor on each piece of equipment before use.
4. The student is expected to act in a manner that will not injure any other person or damage any components, tools, equipment, instructional aids, or reference material.
5. All oral and/or written safety rules and instructions must be followed.
6. Students are required to report any accident or safety violation to the instructor as soon as possible.
7. The Safety Data Sheet (SDS) manual is located in the office of AS 126
8. Safety glasses must be worn at all times when performing operations that might cause eye injury.

Security:

1. Security of the tools, supplies, and materials in the jewelry program at PJC is the responsibility of all participants. Any breach of security should be reported to an instructor immediately.
2. Students must enter and exit the classroom using the designated main entrance. Other entrances are to be used *only* in the event of an emergency.
3. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be used for personal projects or projects that are not part of an assignment approved by an instructor.
4. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be removed from the department.
5. Student access to storage rooms is prohibited except by express consent of instructor for each instance.
6. All locking cupboards containing tools, supplies, and materials are to be accessed by instructors only (whether locked or unlocked).
7. No student should handle or attempt to otherwise gather information from papers and other documents on instructor workbenches and office desk.
8. Photographs, videos, and audio recordings should not be made without permission of instructor and all parties involved.

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In preparation for the workforce; each student will be issued an assigned project box that is to be left in the instructor's office. All projects need to be deposited into the student's project box at the end of each day. The project box will contain all of the metal being used for projects.

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2. Students will retrieve their projects from their project box in the instructor's office each morning.

3. The college reserves the right to randomly check individual students project box contents.
4. Any project that the student has finished that is ready to be graded will be placed in the instructors grading box.

Personal Property and Accessories:

1. Toolboxes will be kept under the students' bench when not in use. These toolboxes will be picked up and placed on top of benches at the end of each day.
2. Walk areas and isles between the benches must be kept clear for other students and the instructor. This includes returning your chair under your bench when leaving your bench.
3. Purses, backpacks, satchels, book bags, etc. - should be kept neat. Neither PJC or faculty assumes any responsibility for loss of personal items or tools. The security of personal items and personal tools are the responsibility of the student.

Phone & Earbud Usage Policy:

With instructor permission - students may use their phones to listen to music, podcasts, or audiobooks while working independently at their designated bench. Only *one* earbud may be worn at a time, so students remain aware of announcements or emergencies. Phones may not be used for watching videos, visual content, or taking calls during class. If phone use becomes a distraction, interferes with instruction, &/or the students work – this privilege may be revoked.

Work Benches/Classroom Maintenance:

1. Each students' workspace and bench tops will be kept tidy each day.
2. Turn off each bench light & wax pen when not in use.
3. Each student is responsible for maintaining their bench and surrounding area. Any items on the floor will be picked up by the students at the end of each day and placed on top or inside of the student's bench.
4. At times designated by the instructor - *all* students are to participate in cleaning the classroom/workshop/lab areas.

Use of Classroom Tools and Equipment:

1. Use of college equipment and supplies for *private use or gain* is **strictly prohibited**.
2. Classroom tools, equipment, teaching aids, etc. are property of Paris Junior College.
3. Students are individually responsible for the tools and equipment they use, are responsible for using them in a safe and cautious manner, & are responsible for returning them to where they belong.
4. Using a piece of equipment that is not in good working order is prohibited and such conditions should be reported to an instructor.
5. Any special tools supplied by an instructor should be returned upon request or at the end of the day.

Damage/Loss of Equipment or Other School Property:

Students may incur additional charges for damage to school property; including, but not limited to: Benches; bench lamps; chairs; hand tools; equipment; supplies, etc.

Dress Code:

In addition to proper dress for safety, the following requirements must be observed. These requirements are part of the overall work ethics:

1. Students without proper attire will be dismissed from class. This dismissal will have a negative effect on the student's grade for work ethics and will be recorded and reported as an unauthorized absence.
2. No hats of any kind are to be worn in the lab at any time.
3. Long hair should be tied back at all times.
4. Students are expected to practice proper personal hygiene and exercise cleanliness in all things while in the classrooms/workshops.
5. Dress and Grooming: Student's attire and grooming must not materially or substantially interfere with normal school operations.
6. Protective Clothing – Safety rules and the wearing of protective clothing and equipment, i.e., safety goggles, dust mask, full face shield, apron, gloves, etc., must be followed when working with equipment, chemicals, and specialty tools. Loose clothing can be a physical hazard when operating certain equipment.

Disrespect for Authority:

Failure to comply with instructions and directions of college officials and/or law enforcement officers acting in the performance of their duties; or any student who fails to heed a summons to report to an administrative official or instructor's office will not be condoned and subjects himself/herself to immediate disciplinary action from the college.

Use of Tobacco, Food, or Drink:

1. Smoking, vaping, or use of alcohol or drugs is not allowed in any classroom area. Tobacco in any form is not allowed.
2. Food is prohibited in the classrooms. Drinks must have a lid that closes and should be kept off the bench at all times.

Artificial intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's

responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher). You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made, students will be notified through *verbal discussion in person during class*, through *Blackboard*, and/or through the *students PJC email*.

Official Student Email Policy:

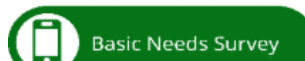
Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

Included is a link to the PJC IT Checklist, and I encourage you to work through it the first week of class: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

For computer or log in issues - please contact Tech Support at techsupport@parisjc.edu

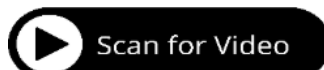
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 October 19 th – 22 nd	Casting Process/ Demos	The Casting Process & The Wax Process Lectures
Week 2 October 26 th – 29 th	Gents Flat Top Ring	The Investment Process Lecture
Week 3 November 2 nd – 5 th	Channel Ring	How to Cast – Using the Centrifugal & Vacuum Casting Processes
Week 4 November 9 th – 12 th	Square Bright Cut Ring	How to Cast – Using the Centrifugal & Vacuum Casting Processes (Continued)
Week 5 November 16 th – 19 th	7 Stone Cluster Tops & 5 Stone Fishtail Ring	How to Water Blast Flasks Lecture
Week 6 November 23 rd – 24 th	Gents Oval Bezel Ring	How to Clean up Castings Lecture
Week 7 November 30 th – December 3 rd	Bright Cut Wedding Band	How to Clean up Castings Lecture (Continued)
Week 8 December 7 th – 10 th	7 Stone Cluster Ring & Final Exam	Final Exam

**JLRY 1341.10B0
Stone Setting I
Fall 2026**

Instructor: Ms. Ashton Henderson
Mrs. Serina Omori
Office: (Ms. Ashton Henderson): AS 126
(Mrs. Serina Omori): AS 117
Phone: (Ms. Ashton Henderson): 903-782-0249
(Mrs. Serina Omori): 903-782-0363
Email: ahenderson@parisjc.edu & somori@parisjc.edu
Office Hours: Monday through Thursday from 8:00 a.m. to 4:30 p.m.
Friday from 8:00 a.m. to 12:00 p.m.

Meeting Location: AS 126 & AS 117
Meeting Days: Monday through Thursday
Meeting Times: 8:00 a.m. to 4:30 p.m.

Course Description

Introduction to stone setting with an emphasis on precision placement, secure mounting, and prevention of stone damage through proper use of tools.

Required Textbook(s) and Materials

Jewelry Making by Murray Bovin **ISBN-13:** 978-0910280013
The Complete Metal-smith by Tim McCreight **ISBN13:** 978-0871922403
The Theory & Practice of Goldsmithing by Erhard Brehol **ISBN-13:** 978-0961598495
MJSA Lost Wax Casting by MJSA press **ISBN** 0-9713495-2-5
Second Semester Jewelry Tool Kit
All Handouts, PowerPoints, & Videos are posted on Blackboard for the student's convenience

Course Goals and Objectives

Distinguish between the various types of stone setting styles & it's required tools; including gravers, prong pushers, burnishers, and burs; classify tools by application; demonstrate how to modify tools for fit and use; prepare rings for stone setting; & properly set stones with prongs and surface-setting methods.

Course Requirements and Evaluation:

To achieve a Certificate and/or an Associate Degree in Jewelry - a student must have accumulated a 2.0 grade point average (GPA). A grade of at least "D" (60%) is required for completion of all Jewelry Technology courses. To receive credit for a Jewelry course, students must complete all projects listed in the instructor's guide for that course. A grade of "D" (60%), or higher is required to complete a project in order to advance to the next project. Projects, that were graded lower than a "60" must be started over from the beginning. On occasions, the instructor may allow a project to be modified to a passing grade. Projects with modifications will be re-graded two times at maximum. If the project is not modified to a passing grade at this time, the project turns into a "redo". After performing the modification, the original integrity of the project must have been maintained. Dates and order of the projects may differ from the syllabus at the instructor's discretion.

Required Activity:

As part of this course, *all students* are required to complete the following mandatory trainings:

- I. Alcohol & Other Drugs
- II. Sexual Assault Prevention for Community College Students
- III. Mental Well-Being for Students

Students are responsible for completing all assigned trainings by the designated deadline. Students will receive the links for mandatory training in their student email. Proof of completion must be provided to the instructor in order to receive credit for this requirement. Failure to complete the trainings and/or provide verification of completion may result in the student not receiving a grade for this portion of the course.

Course Policies:

This is in no way intended to void, modify, or circumvent any of the policies and/or procedures contained in the Student Handbook and events calendar; but rather, is intended to define and emphasize certain of these policies as they apply to the Jewelry students.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated *by the student*.

Students are expected to arrive on time and are expected to be properly prepared to engage appropriately with course content. The student's active participation in classroom discussions, activities, and projects is an essential and critical part of the course.

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1. Students without proper attire will be dismissed from class. This dismissal will have a negative effect on the student's grade for work ethics and will be recorded and reported as an unauthorized absence.
2. No hats of any kind are to be worn in the lab at any time.
3. Long hair should be tied back at all times.
4. Students are expected to practice proper personal hygiene and exercise cleanliness in all things while in the classrooms/workshops.
5. Dress and Grooming: Student's attire and grooming must not materially or substantially interfere with normal school operations.
6. Protective Clothing – Safety rules and the wearing of protective clothing and equipment, i.e., safety goggles, dust mask, full face shield, apron, gloves, etc., must be followed when working with equipment, chemicals, and specialty tools. Loose clothing can be a physical hazard when operating certain equipment.

Disrespect for Authority:

Failure to comply with instructions and directions of college officials and/or law enforcement officers acting in the performance of their duties; or any student who fails to heed a summons to report to an administrative official or instructor's office will not be condoned and subjects himself/herself to immediate disciplinary action from the college.

Use of Tobacco, Food, or Drink:

1. Smoking, vaping, or use of alcohol or drugs is not allowed in any classroom area. Tobacco in any form is not allowed.
2. Food is prohibited in the classrooms. Drinks must have a lid that closes and should be kept off the bench at all times.

Artificial intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher). You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made, students will be notified through *verbal discussion in person during class*, through *Blackboard*, and/or through the *students PJC email*.

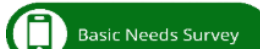
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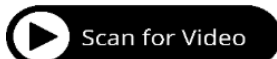
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 August 24 th – 27 th	Faceted Round Stones, Burs, Gravers, & Prong Pushers	Anatomy of a Faceted Round Stone, Burs, Gravers, & Prong Pushers Lecture
Week 2 August 31 st – September 3 rd	4 Prong Rings – Assembly & Setting the Stone	Fabricate, Assemble, & Set the Stone – 4 Prong Ring Lecture
Week 3 September 8 th – 10 th	4 Prong Rings – Assembly & Setting the Stone (Continued)	Fabricate, Assemble, & Set the Stone – 4 Prong Ring Lecture (Continued)
Week 4 September 14 th – 17 th	6 Prong Rings – Assembly & Setting the Stone	Fabricate, Assemble, & Set the Stone – 6 Prong Ring Lecture
Week 5 September 21 st – 24 th	6 Prong Rings – Assembly & Setting the Stone (Continued)	Fabricate, Assemble, & Set the Stone – 6 Prong Ring Lecture (Continued)
Week 6 September 28 th – October 1 st	Square Bright Cut Ring	How to set the Stone in a Square Bright Cut Ring Lecture
Week 7 October 5 th – 8 th	Square Bright Cut Ring (Continued) & Gents Hexagon Bright Cut Ring	How to set the Stone in a Square Bright Cut Ring Lecture (Continued) & How to set the Stone in a Gents Hexagon Bright Cut Ring Lecture
Week 8 October 12 th – 15 th	Gents Hexagon Bright Cut Ring (Continued) & Final Exam	How to set the Stone in a Gents Hexagon Bright Cut Ring Lecture (Continued) & Review for Final Exam

**JLRY 1342.10B0
Stone Setting II
Fall 2026**

**Instructor: Ms. Ashton Henderson
Mrs. Serina Omori**

**Office: (Ms. Ashton Henderson): AS 126
(Mrs. Serina Omori): AS 117**

**Phone: (Ms. Ashton Henderson): 903-782-0249
(Mrs. Serina Omori): 903-782-0363**

Email: ahenderson@parisjc.edu & somori@parisjc.edu

**Office Hours: Monday through Thursday from 8:00 a.m. to 4:30 p.m.
Friday from 8:00 a.m. to 12:00 p.m.**

Meeting Location: AS 126 & AS 117

Meeting Days: Monday through Thursday

Meeting Times: 8:00 a.m. to 4:30 p.m.

Course Description:

Continuation of Stone Setting I - using advanced stone setting techniques used in fine jewelry. Focus on setting single and multiple round faceted gemstones in various style mountings.

Required Textbook(s) and Materials:

Jewelry Making by Murray Bovin **ISBN-13:** 978-0910280013

The Complete Metal-smith by Tim McCreight **ISBN13:** 978-0871922403

The Theory & Practice of Goldsmithing by Erhard Brehol **ISBN-13:** 978-0961598495

MJSA Lost Wax Casting by MJSA press **ISBN** 0-9713495-2-5

Second Semester Jewelry Tool Kit

All Handouts are posted on Blackboard for the student's convenience

Course Goals and Objectives:

Distinguish between the various types of stone setting styles & it's required tools; including gravers, prong pushers, burnishers, and burs; classify tools by application; demonstrate how to modify tools for fit and use; prepare rings for stone setting; & properly set stones with prongs and surface-setting methods.

Course Requirements and Evaluation:

To achieve a Certificate and/or an Associate Degree in Jewelry - a student must have accumulated a 2.0 grade point average (GPA). A grade of at least "D" (60%) is required for completion of all Jewelry Technology courses. To receive credit for a Jewelry course, students must complete all projects listed in the instructor's guide for that course. A grade of "D" (60%), or higher is required to complete a project in order to advance to the next project. Projects, that were graded lower than a "60" must be started over from the beginning. On occasions, the instructor may allow a project to be modified to a passing grade. Projects with modifications will be re-graded two times at maximum. If the project is not modified to a passing grade at this time, the project turns into a "redo". After performing the modification, the original integrity of the project must have been maintained. Dates and order of the projects may differ from the syllabus at the instructor's discretion.

Required Activity:

As part of this course, *all students* are required to complete the following mandatory trainings:

- I. Alcohol & Other Drugs
- II. Sexual Assault Prevention for Community College Students
- III. Mental Well-Being for Students

Students are responsible for completing all assigned trainings by the designated deadline. Students will receive the links for mandatory training in their student email. Proof of completion must be provided to the instructor in order to receive credit for this requirement. Failure to complete the trainings and/or provide verification of completion may result in the student not receiving a grade for this portion of the course.

Course Policies:

This is in no way intended to void, modify, or circumvent any of the policies and/or procedures contained in the Student Handbook and events calendar; but rather, is intended to define and emphasize certain of these policies as they apply to the Jewelry students.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated *by the student*.

Students are expected to arrive on time and are expected to be properly prepared to engage appropriately with course content. The student's active participation in classroom discussions, activities, and projects is an essential and critical part of the course.

Class attendance, whether in-person or virtual, is required and expected for successful class performance.

An absence for any reason does not relieve a student of responsibility for any part of the work covered in the class during the period of absence. Absences are excused in the event of a personal illness or family emergency; as long as there is proper documentation. In those instances, it is the student's responsibility to provide the proper documentation; as well as, meet with the instructor in order to receive any missed assignment(s)/lectures/exams.

Please be aware that this classroom utilizes a door-locking system. If the student arrives after the door has been locked, the student may not be able to enter the classroom until the next designated time the door is opened. Late arrival does not guarantee immediate access to the classroom.

If the student anticipates being late, it is the student's responsibility to notify the instructor as soon as possible and provide a reason for the late arrival. However, notifying the instructor does not guarantee that the student will be permitted to enter the classroom immediately. Ultimately, it is each student's responsibility to plan accordingly and arrive to class on time every day. Consistent punctuality contributes to a productive, respectful, and successful learning experience for both the student and the class as a whole.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Jewelry Program Absence Policies and Professionalism:

Jewelry program absence policies in no way voids, modifies, or circumvents Paris Junior College Class Attendance policies.

1. Students are expected to attend all classes on a regular and punctual basis. Students are allowed one absence per eight-week flex term, additional absences can impact the student's grade/success.
2. Students must notify instructor via email (ahenderson@parisjc.edu or somori@parisjc.edu) by no later than 9:00 a.m. of the day being missed. An unexcused absence will be recorded if timely notification is not given.
3. Students with 3 unexcused absences are subject to failing the course.
4. Documented and justifiable absences may be excused. Examples of this would include memorial cards from a friend or family member's funeral, or a doctor's note/receipt from a care clinic in the case of illness of the student or a dependent.
5. Students should notify instructors before stepping out of class. Failure to do so may result in an unexcused absence.
6. Students are responsible for obtaining all notes, assignments and announcements covered during any class session they miss. The instructor will *not* provide individual make-up lectures or notes for missed classes.
7. A major part of attendance is participation, i.e. working on assigned projects. Students not participating may have an unexcused absence recorded and be removed from class for a time. This would apply to students sleeping in class, excessive talking while not working, activities on phones or watches, or any other activity keeping them or their classmates from being productive.
8. To maintain a productive learning environment, students should remain in their assigned classroom and avoid interrupting instruction or student work in other classrooms.
9. A lack of professionalism may also require the removal of a student from class. Some actions which would be considered unprofessional are: lack of respect given to the

instructor or other students, coarse or prejudicial language, misuse of class equipment, working on personal projects, inappropriate attire, wearing head phones or similar items. Students lacking professionalism may have an unexcused absence recorded and be removed from class for a time.

10. Students are expected to use the hallways quietly and respectfully. Running, loitering, disruptive behavior & inappropriate language are *not* permitted, as hallways are shared learning spaces.

Tests/Essays:

Test and/or Essays will be graded on the accuracy of the answers and content on a scale from 0 to 100. Test and/or Essays must be completed to pass the course. A final test/essay will be given at the end of each course. Dates for midterms and final tests will be listed on the course project schedules, will be listed in Blackboard, and/or will be announced in person verbally during class.

The Course Grade is compiled as follows:

Project Average:	70%
Workplace Ethics:	20%
Written Final:	10%
Final Course Grade:	100%

Grade Scale:	A: 90-100%
	B: 80-89%
	C: 70-79%
	D: 60-69%
	F: 0-59%
	X: Incomplete

Incomplete Course Work:

To qualify for an incomplete: the student must have **completed 75%** of the required projects by the end of the course. Incomplete course work must be completed by the end of the *next long semester*, or the grade of **X** will turn to an **F**.

Students with an incomplete are responsible for setting up a schedule with the instructor to complete the course work. The maximum allotted time to finish incomplete course work is **28 hours**.

If the student completes the required projects to a grade of "60" or better by the end of the scheduled allotted time, the student will then be assigned a course grade.

Friday Lab Time Requirements:

1. Friday morning lab time is designated for the completion of class projects. Students with excessive absences and tardiness will need instructor approval for lab time.
2. Friday lab time begins promptly at 8:00am, and classroom entrance is not guaranteed after 8:00am.
3. Students will be asked to leave if they are talking &/or distracting other students.

Safety:

1. There are certain elementary precautions that **MUST** be observed when working with sharp objects, machines/equipment or hot metals. Therefore, all items of clothing must be of at least 50% natural fibers. Shorts, halters, open toed shoes, sleeveless shirts, hats, sweatshirt hoods, and other clothing worn on the head are not permitted in classroom areas.
2. Cell phones and any other sound/video producing or recording device(s) may not be present nor used in the polishing rooms & casting areas.
3. Students must be trained and authorized by the instructor on each piece of equipment before use.
4. The student is expected to act in a manner that will not injure any other person or damage any components, tools, equipment, instructional aids, or reference material.
5. All oral and/or written safety rules and instructions must be followed.
6. Students are required to report any accident or safety violation to the instructor as soon as possible.
7. The Safety Data Sheet (SDS) manual is located in the office of AS 126
8. Safety glasses must be worn at all times when performing operations that might cause eye injury.

Security:

1. Security of the tools, supplies, and materials in the jewelry program at PJC is the responsibility of all participants. Any breach of security should be reported to an instructor immediately.
2. Students must enter and exit the classroom using the designated main entrance. Other entrances are to be used *only* in the event of an emergency.
3. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be used for personal projects or projects that are not part of an assignment approved by an instructor.
4. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be removed from the department.
5. Student access to storage rooms is prohibited except by express consent of instructor for each instance.
6. All locking cupboards containing tools, supplies, and materials are to be accessed by instructors only (whether locked or unlocked).
7. No student should handle or attempt to otherwise gather information from papers and other documents on instructor workbenches and office desk.
8. Photographs, videos, and audio recordings should not be made without permission of instructor and all parties involved.

Security of Personal Projects:

In preparation for the workforce; each student will be issued an assigned project box that is to be left in the instructor's office. All projects need to be deposited into the student's project box at the end of each day. The project box will contain all of the metal being used for projects.

1. Students are not allowed to work on personal projects in the classroom at any time. Personal work can be confiscated by the instructor and held until the end of the semester. There should be no personal items stored in students project boxes.
2. Students will retrieve their projects from their project box in the instructor's office each morning.

3. The college reserves the right to randomly check individual students project box contents.
4. Any project that the student has finished that is ready to be graded will be placed in the instructors grading box.

Personal Property and Accessories:

1. Toolboxes will be kept under the students' bench when not in use. These toolboxes will be picked up and placed on top of benches at the end of each day.
2. Walk areas and isles between the benches must be kept clear for other students and the instructor. This includes returning your chair under your bench when leaving your bench.
3. Purses, backpacks, satchels, book bags, etc. - should be kept neat. Neither PJC or faculty assumes any responsibility for loss of personal items or tools. The security of personal items and personal tools are the responsibility of the student.

Phone & Earbud Usage Policy:

With instructor permission - students may use their phones to listen to music, podcasts, or audiobooks while working independently at their designated bench. Only *one* earbud may be worn at a time, so students remain aware of announcements or emergencies. Phones may not be used for watching videos, visual content, or taking calls during class. If phone use becomes a distraction, interferes with instruction, &/or the students work – this privilege may be revoked.

Work Benches/Classroom Maintenance:

1. Each students' workspace and bench tops will be kept tidy each day.
2. Turn off each bench light & wax pen when not in use.
3. Each student is responsible for maintaining their bench and surrounding area. Any items on the floor will be picked up by the students at the end of each day and placed on top or inside of the student's bench.
4. At times designated by the instructor - *all* students are to participate in cleaning the classroom/workshop/lab areas.

Use of Classroom Tools and Equipment:

1. Classroom tools, equipment, teaching aids, etc. are property of Paris Junior College.
2. Students are individually responsible for the tools and equipment they use, are responsible for using them in a safe and cautious manner, & are responsible for returning them to where they belong.
3. Using a piece of equipment that is not in good working order is prohibited and such conditions should be reported to an instructor.
4. Any special tools supplied by an instructor should be returned upon request or at the end of the day.

Damage/Loss of Equipment or Other School Property:

Students may incur additional charges for damage to school property; including, but not limited to: Benches; bench lamps; chairs; hand tools; equipment; supplies, etc.

Dress Code:

In addition to proper dress for safety, the following requirements must be observed. These requirements are part of the overall work ethics:

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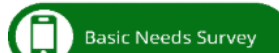
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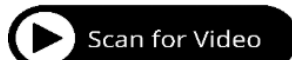
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 August 24 th – 27 th	Re-Tip, Re-Prong, & Re-Bead	How to Re-Tip a 6 Prong Ring, How to Re-Prong a 4 Prong Ring, & How-To Re-Bead a Bright Cut Ring Lecture
Week 2 August 31 st – September 3 rd	Ladies Channel Set Ring	Ladies Channel Set Ring Lecture
Week 3 September 8 th – 10 th	Ladies Channel Set Ring (Continued)	Ladies Channel Set Ring Lecture (Continued)
Week 4 September 14 th – 17 th	Ladies 4 Prong Illusion Top Solitaire Ring	Ladies 4 Prong Illusion Top Solitaire Ring Lecture
Week 5 September 21 st – 24 th	Ladies 4 Prong Illusion Top Solitaire Ring (Continued)	Ladies 4 Prong Illusion Top Solitaire Ring Lecture (Continued)
Week 6 September 28 th – October 1 st	Ladies 4 Prong Fishtail Solitaire Ring	Ladies 4 Prong Fishtail Solitaire Ring Lecture
Week 7 October 5 – 8 th	Ladies 4 Prong Fishtail Solitaire Ring (Continued)	Ladies 4 Prong Fishtail Solitaire Ring Lecture (Continued)
Week 8 October 12 th – 15 th	Final Exam	Review for Final Exam

JLRY 1343.10B0/JLRY1343.10C0
Stone Setting IV
Fall 2026

Instructor: Serina Omori

Office: AS 116

Phone: 903-782-0363

Email: somori@parisjc.edu

Office Hours: Monday through Thursday from 8:00 a.m. to 4:30 p.m.

Friday from 8:00 a.m. to 12:00 p.m. by appointment

Meeting Location: AS 117

Meeting Days: Monday through Thursday

Meeting Times: 8:00 a.m. to 4:30 p.m.

Course Description:

Continuation of Precious Metals II with an emphasis on advanced setting techniques including pave and a comprehensive review of bench techniques.

Required Textbook(s) and Materials:

Jeweler's Resource, ISBN 13: 978-0964355033

The Complete Metalsmith, ISBN13: 978-0871922403

Jewelry Metals, ISBN 13: 978-0979996221

The AJM Guide to Lost Wax Casting: ISBN 0-9713495-2-5

Diamond Setting, The Professional Approach: 978-0961354510

First Semester Jewelry Tool Kit

Second Semester Jewelry Tool Kit

All Handouts, PowerPoints, & Videos are posted on Blackboard for the student's convenience

Course Goals and Objectives:

Create projects in precious metal alloys; attach precious metal findings to shanks and mountings; set stones; finish project to industry standards; layout, drill, seat, and bead set multiple stones in common pave arrangements; display work ethics and characteristics valued by the jewelry industry.

Course Requirements and Evaluation:

To achieve a Certificate and/or an Associate Degree in Jewelry - a student must have accumulated a 2.0 grade point average (GPA). A grade of at least "D" (60%) is required for completion of all Jewelry Technology courses. To receive credit for a Jewelry course, students must complete all projects listed in the instructor's guide for that course. A grade of "D" (60%), or higher is required to complete a project in order to advance to the next project. Projects, that were graded lower than a "60" must be started over from the beginning. On occasions, the instructor may allow a project to be modified to a passing grade. Projects with modifications will be re-graded two times at maximum. If the project is not modified to a passing grade at this time, the project turns into a "redo". After performing the modification, the original integrity of the project must have been maintained. Dates and order of the projects may differ from the syllabus at the instructor's discretion.

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As part of this course, *all students* are required to complete the following mandatory training:

- I. Alcohol & Other Drugs
- II. Sexual Assault Prevention for Community College Students
- III. Mental Well-Being for Students

Students are responsible for completing all assigned training by the designated deadline. Students will receive the links for mandatory training in their student email. Proof of completion must be provided to the instructor to receive credit for this requirement. Failure to complete the training and/or provide verification of completion may result in the student not receiving a grade for this portion of the course.

Course Policies:

This is in no way intended to void, modify, or circumvent any of the policies and/or procedures contained in the Student Handbook and events calendar; but rather, is intended to define and emphasize certain of these policies as they apply to the Jewelry students.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated *by the student*.

Students are expected to arrive on time and are expected to be properly prepared to engage appropriately with course content. The student's active participation in classroom discussions, activities, and projects is an essential and critical part of the course.

Class attendance, whether in-person or virtual, is required and expected for successful class performance.

An absence for any reason does not relieve a student of responsibility for any part of the work covered in the class during the period of absence. Absences are excused in the event of a personal illness or family emergency; if there is proper documentation. In those instances, it is the student's responsibility to provide the proper documentation; as well as meet with the instructor to receive any missed assignment(s)/lectures/exams.

Please be aware that this classroom utilizes a door-locking system. If the student arrives after the door has been locked, the student may not be able to enter the classroom until the next designated time the door is opened. Late arrival does not guarantee immediate access to the classroom.

If the student anticipates being late, it is the student's responsibility to notify the instructor as soon as possible and provide a reason for the late arrival. However, notifying the instructor does not guarantee that the student will be permitted to enter the classroom immediately. Ultimately, it is each student's responsibility to plan accordingly and arrive to class on time every day. Consistent punctuality contributes to a productive, respectful, and successful learning experience for both the student and the class.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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2. Students must notify instructor via email (somori@parisjc.edu) by no later than 9:00 a.m. of the day being missed. An unexcused absence will be recorded if timely notification is not given.
3. Students with 3 unexcused absences are subject to failing the course.
4. Documented and justifiable absences may be excused. Examples of this would include memorial cards from a friend or family member's funeral, or a doctor's note/receipt from a care clinic in the case of illness of the student or a dependent.
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6. Students are responsible for obtaining all notes, assignments and announcements covered during any class session they miss. The instructor will *not* provide individual make-up lectures or notes for missed classes.
7. A major part of attendance is participation, i.e. working on assigned projects. Students not participating may have an unexcused absence recorded and be removed from class for a time. This would apply to students sleeping in class, excessive talking while not working, activities on phones or watches, or any other activity keeping them or their classmates from being productive.
8. To maintain a productive learning environment, students should remain in their assigned classroom and avoid interrupting instruction or student work in other classrooms.
9. A lack of professionalism may also require the removal of a student from class. Some actions which would be considered unprofessional are: lack of respect given to the instructor or other students, coarse or prejudicial language, misuse of class equipment,

working on personal projects, inappropriate attire, wearing head phones or similar items. Students lacking professionalism may have an unexcused absence recorded and be removed from class for a time.

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Test and/or Essays will be graded on the accuracy of the answers and content on a scale from 0 to 100. Test and/or Essays must be completed to pass the course. A final test/essay will be given at the end of each course. Dates for midterms and final tests will be listed on the course project schedules, will be listed in Blackboard, and/or will be announced in person verbally during class.

The Course Grade is compiled as follows:

Project Average:	70%
Workplace Ethics:	20%
Written Final:	10%
Final Course Grade:	100%

Grade Scale:	A: 90-100%
	B: 80-89%
	C: 70-79%
	D: 60-69%
	F: 0-59%
	X: Incomplete

Incomplete Course Work:

To qualify for an incomplete: the student must have **completed 75%** of the required projects by the end of the course. Incomplete course work must be completed by the end of the *next long semester*, or the grade of **X** will turn to an **F**.

Students with an incomplete are responsible for setting up a schedule with the instructor to complete the course work. The maximum allotted time to finish incomplete course work is **28 hours**.

If the student completes the required projects to a grade of "60" or better by the end of the scheduled allotted time, the student will then be assigned a course grade.

Friday Lab Time Requirements:

1. Friday morning lab time is designated for the completion of class projects. Students with excessive absences and tardiness will need instructor approval for lab time.
2. Friday lab time begins promptly at 8:00am, and classroom entrance is not guaranteed after 8:00am.
3. Students will be asked to leave if they are talking &/or distracting other students.

Safety:

1. There are certain elementary precautions that **MUST** be observed when working with sharp objects, machines/equipment or hot metals. Therefore, all items of clothing must be of at least 50% natural fibers. Shorts, halters, open toed shoes, sleeveless shirts, hats, sweatshirt hoods, and other clothing worn on the head are not permitted in classroom areas.
2. Cell phones and any other sound/video producing or recording device(s) may not be present nor used in the polishing rooms & casting areas.
3. Students must be trained and authorized by the instructor on each piece of equipment before use.
4. The student is expected to act in a manner that will not injure any other person or damage any components, tools, equipment, instructional aids, or reference material.
5. All oral and/or written safety rules and instructions must be followed.
6. Students are required to report any accident or safety violation to the instructor as soon as possible.
7. The Safety Data Sheet (SDS) manual is located in the office of AS 126
8. Safety glasses must be worn at all times when performing operations that might cause eye injury.

Security:

1. Security of the tools, supplies, and materials in the jewelry program at PJC is the responsibility of all participants. Any breach of security should be reported to an instructor immediately.
2. Students must enter and exit the classroom using the designated main entrance. Other entrances are to be used *only* in the event of an emergency.
3. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be used for personal projects or projects that are not part of an assignment approved by an instructor.
4. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be removed from the department.
5. Student access to storage rooms is prohibited except by express consent of instructor for each instance.
6. All locking cupboards containing tools, supplies, and materials are to be accessed by instructors only (whether locked or unlocked).
7. No student should handle or attempt to otherwise gather information from papers and other documents on instructor workbenches and office desk.
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absences and will be reflected in the work ethics grade. Take care to only handle your own projects if you see another student has left out their work, please notify the instructor.

Students are not allowed to work on personal projects in the classroom at any time. Personal work can be confiscated by the instructor and held until the end of the semester. There should be no personal items stored in locked metal project boxes.

Projects are not allowed outside the classroom.

Personal Property and Accessories:

1. Toolboxes will be kept under the students' bench when not in use. These toolboxes will be picked up and placed on top of benches at the end of each day.
2. Walk areas and isles between the benches must be kept clear for other students and the instructor. This includes returning your chair under your bench when leaving your bench.
3. Purses, backpacks, satchels, book bags, etc. - should be kept neat. Neither PJC or faculty assumes any responsibility for loss of personal items or tools. The security of personal items and personal tools are the responsibility of the student.

Phone & Earbud Usage Policy:

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Work Benches/Classroom Maintenance:

1. Each student's workspace and bench tops will be kept tidy each day.
2. Turn off each bench light & wax pen when not in use.
3. Each student is responsible for maintaining their bench and surrounding area. Any items on the floor will be picked up by the students at the end of each day and placed on top or inside of the student's bench.
4. At times designated by the instructor - *all* students are to participate in cleaning the classroom/workshop/lab areas.

Use of Classroom Tools and Equipment:

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3. Using a piece of equipment that is not in good working order is prohibited and such conditions should be reported to an instructor.
4. Any special tools supplied by an instructor should be returned upon request or at the end of the day.
- 5.

Damage/Loss of Equipment or Other School Property:

Students may incur additional charges for damage to school property; including, but not limited to: Benches; bench lamps; chairs; hand tools; equipment; supplies, etc.

Dress Code:

In addition to proper dress for safety, the following requirements must be observed. These requirements are part of the overall work ethics:

1. Students without proper attire will be dismissed from class. This dismissal will have a negative effect on the student's grade for work ethics and will be recorded and reported as an unauthorized absence.
2. No hats of any kind are to be worn in the lab at any time.
3. Long hair should be tied back at all times.
4. Students are expected to practice proper personal hygiene and exercise cleanliness in all things while in the classrooms/workshops.
5. Dress and Grooming: Student's attire and grooming must not materially or substantially interfere with normal school operations.
6. Protective Clothing – Safety rules and the wearing of protective clothing and equipment, i.e., safety goggles, dust mask, full face shield, apron, gloves, etc., must be followed when working with equipment, chemicals, and specialty tools. Loose clothing can be a physical hazard when operating certain equipment.

Disrespect for Authority:

Failure to comply with instructions and directions of college officials and/or law enforcement officers acting in the performance of their duties; or any student who fails to heed a summons to report to an administrative official or instructor's office will not be condoned and subjects himself/herself to immediate disciplinary action from the college.

Use of Tobacco, Food, or Drink:

1. Smoking, vaping, or use of alcohol or drugs is not allowed in any classroom area. Tobacco in any form is not allowed.
2. Food is prohibited in the classrooms. Drinks must have a lid that closes and should be kept off the bench at all times.

Artificial intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher). You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made, students will be notified through *verbal discussion in person during class*, through *Blackboard*, and/or through the *students PJC email*.

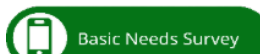
Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

Included is a link to the PJC IT Checklist, and I encourage you to work through it the first week of class: <https://www.parisjc.edu/technology/pjc-it-checklist.php>
For computer or log in issues - please contact Tech Support at techsupport@parisjc.edu

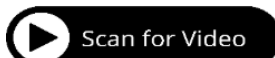
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



JLRY 1343.10B0: August 24th- October 15th, 2026 (Flex A)
JLRY 1343.10C0: October 19th-December 10th, 2026 (Flex B)

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Day 1	Cluster Setting, Shared Prongs	Lecture Project 315: Assemble/Solder/Finish/Cluster Set Stones <u>Reading: Wooding. 111-124</u>
Day 4	Fishtail Setting and Split Prongs	Lecture Project 316: Prep/Finish/Fishtail Style Set Stones <u>Reading: Wooding. 173-179</u>
Day 7	Hammer Setting and Flush Setting	Lecture Project 317: Prep/Finish/Hammer Set/Flush-Set <u>Reading: Wooding. 133-141; McCreight. 125</u>
Day 8	Flat Setting	Lecture Project 318: Prep/Finish/Flat-Set Stones
Day 9	Tube Setting and Pin Prongs	Lecture Project 319: Prep/Finish/Set Stones
Day 11	4/6 Prong rings (Timed Project)	Lecture Project 320: Assemble/Finish/Set Stones
Day 15	Review	Written Final

JLRY 1344.10B0/JLRY1344.10C0
Stone Setting IV
Fall 2026

Instructor: Serina Omori

Office: AS 116

Phone: 903-782-0363

Email: somori@parisjc.edu

Office Hours: Monday through Thursday from 8:00 a.m. to 4:30 p.m.

Friday from 8:00 a.m. to 12:00 p.m. by appointment

Meeting Location: AS 117

Meeting Days: Monday through Thursday

Meeting Times: 8:00 a.m. to 4:30 p.m.

Course Description:

Continuation of Stone Setting III.

Required Textbook(s) and Materials:

Jeweler's Resource, ISBN 13: 978-0964355033

The Complete Metalsmith, ISBN13: 978-0871922403

Jewelry Metals, ISBN 13: 978-0979996221

The AJM Guide to Lost Wax Casting: ISBN 0-9713495-2-5

Diamond Setting, The Professional Approach: 978-0961354510

First Semester Jewelry Tool Kit

Second Semester Jewelry Tool Kit

All Handouts, PowerPoints, & Videos are posted on Blackboard for the student's convenience

Course Goals and Objectives:

Layout and set multiple stones in bright cut and French-cut styles of setting; set cabochon stones in fabricated bezel settings; demonstrate appropriate methods for securely holding rings, pendants and earrings for stone setting; finish all projects to industry standards.

Course Requirements and Evaluation:

To achieve a Certificate and/or an Associate Degree in Jewelry - a student must have accumulated a 2.0 grade point average (GPA). A grade of at least "D" (60%) is required for completion of all Jewelry Technology courses. To receive credit for a Jewelry course, students must complete all projects listed in the instructor's guide for that course. A grade of "D" (60%), or higher is required to complete a project in order to advance to the next project. Projects, that were graded lower than a "60" must be started over from the beginning. On occasions, the instructor may allow a project to be modified to a passing grade. Projects with modifications will be re-graded two times at maximum. If the project is not modified to a passing grade at this time, the project turns into a "redo". After performing the modification, the original integrity of the project must have been maintained. Dates and order of the projects may differ from the syllabus at the instructor's discretion.

Required Activity:

As part of this course, *all students* are required to complete the following mandatory training:

- I. Alcohol & Other Drugs

- II. Sexual Assault Prevention for Community College Students
- III. Mental Well-Being for Students

Students are responsible for completing all assigned training by the designated deadline. Students will receive the links for mandatory training in their student email. Proof of completion must be provided to the instructor to receive credit for this requirement. Failure to complete the training and/or provide verification of completion may result in the student not receiving a grade for this portion of the course.

Course Policies:

This is in no way intended to void, modify, or circumvent any of the policies and/or procedures contained in the Student Handbook and events calendar; but rather, is intended to define and emphasize certain of these policies as they apply to the Jewelry students.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated *by the student*.

Students are expected to arrive on time and are expected to be properly prepared to engage appropriately with course content. The student's active participation in classroom discussions, activities, and projects is an essential and critical part of the course.

Class attendance, whether in-person or virtual, is required and expected for successful class performance.

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Students may incur additional charges for damage to school property; including, but not limited to: Benches; bench lamps; chairs; hand tools; equipment; supplies, etc.

Dress Code:

In addition to proper dress for safety, the following requirements must be observed. These requirements are part of the overall work ethics:

1. Students without proper attire will be dismissed from class. This dismissal will have a negative effect on the student's grade for work ethics and will be recorded and reported as an unauthorized absence.
2. No hats of any kind are to be worn in the lab at any time.
3. Long hair should be tied back at all times.
4. Students are expected to practice proper personal hygiene and exercise cleanliness in all things while in the classrooms/workshops.
5. Dress and Grooming: Student's attire and grooming must not materially or substantially interfere with normal school operations.
6. Protective Clothing – Safety rules and the wearing of protective clothing and equipment, i.e., safety goggles, dust mask, full face shield, apron, gloves, etc., must be followed when working with equipment, chemicals, and specialty tools. Loose clothing can be a physical hazard when operating certain equipment.

Disrespect for Authority:

Failure to comply with instructions and directions of college officials and/or law enforcement officers acting in the performance of their duties; or any student who fails to heed a summons to report to an administrative official or instructor's office will not be condoned and subjects himself/herself to immediate disciplinary action from the college.

Use of Tobacco, Food, or Drink:

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2. Food is prohibited in the classrooms. Drinks must have a lid that closes and should be kept off the bench at all times.

Artificial intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made, students will be notified through *verbal discussion in person during class*, through *Blackboard*, and/or through the *students PJC email*.

Official Student Email Policy:

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For computer or log in issues - please contact Tech Support at techsupport@parisjc.edu

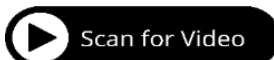
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



JLRY 1344.10B0: August 24th- October 15th, 2026 (Flex A)
JLRY 1344.10C0: October 19th-December 10th, 2026 (Flex B)

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Day 1	3 Stone Bright Cut	Lecture Project 321: Finish / Set Stones / Polish
Day 3	Bezel Fabrication and Setting	Lecture Project 322: Fabricate/Assemble/Solder/Bezel Style Set Cab./Finish <u>Reading: Mc. 119-122</u>
Day 5	French Style Setting	Lecture Project 323: Fabricate / Set / Finish
Day 9	Tube Setting	Lecture Project 324: Fabricate / Set / Finish
Day 10	Star Bright Cut	Lecture Project 325: Fabricate / Set / Finish
Extra Credit	Square Bezel Fabrication and Setting	Fabricate/Assemble/Solder/Bezel Style Set Cab./Finish
Day 15	Review	Written Final

JLRY 1348.10B0
Jewelry Repair & Fabrication I
Fall 2026

Instructor: Ms. Ashton Henderson
Office: AS 126
Phone: 903-782-0249
Email: ahenderson@parisjc.edu

Meeting Location: AS 126
Meeting Days: Monday through Thursday
Meeting Times: 8:00 a.m. to 4:30 p.m.

Office Hours: Monday through Thursday from 8:00 a.m. to 4:30 p.m.
Friday from 8:00 a.m. to 12:00 p.m.

Course Descriptions

Emphasis upon techniques, fabrication, and repair of jewelry. Students will be introduced to various equipment and techniques of jewelry manufacturing.

Required Textbook(s) and Materials

ISBN, Title, Author:

9780979996221, Jewelry Metals, MJSA Jewelry

978-0871922403, The Complete Metal-smith, Tim McCreight

978-0964355033, Jeweler's Resource, Bruce G. Knuth

978-0-9799962-2-1, Jewelry Metals, James Binnon

Second Semester Jewelry Tool Kit

All Handouts are posted on Blackboard for the student's convenience

Course Goals and Objectives

Assess damage of metalwork and determine repair procedures; fabricate mountings using accurate soldering, sawing, and filing techniques; polish and apply finishes/textures to jewelry items; forge & properly assemble moving parts together; fabricate jewelry for everyday wear; explain pricing guidelines; identify types of solders used in the jewelry industry; & explain the processes used to manufacture gold-filled, rolled gold plate.

Course Requirements and Evaluation:

To achieve a Certificate and/or an Associate Degree in Jewelry - a student must have accumulated a 2.0 grade point average (GPA). A grade of at least "D" (60%) is required for completion of all Jewelry Technology courses. To receive credit for a Jewelry course, students must complete all projects listed in the instructor's guide for that course. A grade of "D" (60%), or higher is required to complete a project in order to advance to the next project. Projects, that were graded lower than a "60" must be started over from the beginning. On occasions, the instructor may allow a project to be modified to a passing grade. Projects with modifications will be re-graded two times at maximum. If the project is not modified to a passing grade at this time, the project turns into a "redo". After performing the modification, the original integrity of the project must have been maintained. Dates and order of the projects may differ from the syllabus at the instructor's discretion.

Required Activity:

As part of this course, *all students* are required to complete the following mandatory trainings:

- I. Alcohol & Other Drugs
- II. Sexual Assault Prevention for Community College Students
- III. Mental Well-Being for Students

Students are responsible for completing all assigned trainings by the designated deadline. Students will receive the links for mandatory training in their student email. Proof of completion must be provided to the instructor in order to receive credit for this requirement. Failure to complete the trainings and/or provide verification of completion may result in the student not receiving a grade for this portion of the course.

Course Policies:

This is in no way intended to void, modify, or circumvent any of the policies and/or procedures contained in the Student Handbook and events calendar; but rather, is intended to define and emphasize certain of these policies as they apply to the Jewelry students.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated *by the student*.

Students are expected to arrive on time and are expected to be properly prepared to engage appropriately with course content. The student's active participation in classroom discussions, activities, and projects is an essential and critical part of the course.

Class attendance, whether in-person or virtual, is required and expected for successful class performance.

An absence for any reason does not relieve a student of responsibility for any part of the work covered in the class during the period of absence. Absences are excused in the event of a personal illness or family emergency; as long as there is proper documentation. In those instances, it is the student's responsibility to provide the proper documentation; as well as, meet with the instructor in order to receive any missed assignment(s)/lectures/exams.

Please be aware that this classroom utilizes a door-locking system. If the student arrives after the door has been locked, the student may not be able to enter the classroom until the next designated time the door is opened. Late arrival does not guarantee immediate access to the classroom.

If the student anticipates being late, it is the student's responsibility to notify the instructor as soon as possible and provide a reason for the late arrival. However, notifying the instructor does not guarantee that the student will be permitted to enter the classroom immediately. Ultimately, it is each student's responsibility to plan accordingly and arrive to class on time every day. Consistent punctuality contributes to a productive, respectful, and successful learning experience for both the student and the class as a whole.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Jewelry Program Absence Policies and Professionalism:

Jewelry program absence policies in no way voids, modifies, or circumvents Paris Junior College Class Attendance policies.

1. Students are expected to attend all classes on a regular and punctual basis. Students are allowed one absence per eight-week flex term, additional absences can impact the student's grade/success.
2. Students must notify instructor via email (ahenderson@parisjc.edu) by no later than 9:00 a.m. of the day being missed. An unexcused absence will be recorded if timely notification is not given.
3. Students with 3 unexcused absences are subject to failing the course.
4. Documented and justifiable absences may be excused. Examples of this would include memorial cards from a friend or family member's funeral, or a doctor's note/receipt from a care clinic in the case of illness of the student or a dependent.
5. Students should notify instructors before stepping out of class. Failure to do so may result in an unexcused absence.
6. Students are responsible for obtaining all notes, assignments and announcements covered during any class session they miss. The instructor will *not* provide individual make-up lectures or notes for missed classes.
7. A major part of attendance is participation, i.e. working on assigned projects. Students not participating may have an unexcused absence recorded and be removed from class for a time. This would apply to students sleeping in class, excessive talking while not working, activities on phones or watches, or any other activity keeping them or their classmates from being productive.
8. To maintain a productive learning environment, students should remain in their assigned classroom and avoid interrupting instruction or student work in other classrooms.
9. A lack of professionalism may also require the removal of a student from class. Some actions which would be considered unprofessional are: lack of respect given to the

instructor or other students, coarse or prejudicial language, misuse of class equipment, working on personal projects, inappropriate attire, wearing head phones or similar items. Students lacking professionalism may have an unexcused absence recorded and be removed from class for a time.

10. Students are expected to use the hallways quietly and respectfully. Running, loitering, disruptive behavior & inappropriate language are *not* permitted, as hallways are shared learning spaces.

Tests/Essays:

Test and/or Essays will be graded on the accuracy of the answers and content on a scale from 0 to 100. Test and/or Essays must be completed to pass the course. A final test/essay will be given at the end of each course. Dates for midterms and final tests will be listed on the course project schedules, will be listed in Blackboard, and/or will be announced in person verbally during class.

The Course Grade is compiled as follows:

Project Average:	70%
Workplace Ethics:	20%
Written Final:	10%
Final Course Grade:	100%

Grade Scale:	A: 90-100%
	B: 80-89%
	C: 70-79%
	D: 60-69%
	F: 0-59%
	X: Incomplete

Incomplete Course Work:

To qualify for an incomplete: the student must have **completed 75%** of the required projects by the end of the course. Incomplete course work must be completed by the end of the *next long semester*, or the grade of **X** will turn to an **F**.

Students with an incomplete are responsible for setting up a schedule with the instructor to complete the course work. The maximum allotted time to finish incomplete course work is **28 hours**.

If the student completes the required projects to a grade of "60" or better by the end of the scheduled allotted time, the student will then be assigned a course grade.

Friday Lab Time Requirements:

1. Friday morning lab time is designated for the completion of class projects. Students with excessive absences and tardiness will need instructor approval for lab time.
2. Friday lab time begins promptly at 8:00am, and classroom entrance is not guaranteed after 8:00am.
3. Students will be asked to leave if they are talking &/or distracting other students.

Safety:

1. There are certain elementary precautions that **MUST** be observed when working with sharp objects, machines/equipment or hot metals. Therefore, all items of clothing must be of at least 50% natural fibers. Shorts, halters, open toed shoes, sleeveless shirts, hats, sweatshirt hoods, and other clothing worn on the head are not permitted in classroom areas.
2. Cell phones and any other sound/video producing or recording device(s) may not be present nor used in the polishing rooms & casting areas.
3. Students must be trained and authorized by the instructor on each piece of equipment before use.
4. The student is expected to act in a manner that will not injure any other person or damage any components, tools, equipment, instructional aids, or reference material.
5. All oral and/or written safety rules and instructions must be followed.
6. Students are required to report any accident or safety violation to the instructor as soon as possible.
7. The Safety Data Sheet (SDS) manual is located in the office of AS 126
8. Safety glasses must be worn at all times when performing operations that might cause eye injury.

Security:

1. Security of the tools, supplies, and materials in the jewelry program at PJC is the responsibility of all participants. Any breach of security should be reported to an instructor immediately.
2. Students must enter and exit the classroom using the designated main entrance. Other entrances are to be used *only* in the event of an emergency.
3. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be used for personal projects or projects that are not part of an assignment approved by an instructor.
4. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be removed from the department.
5. Student access to storage rooms is prohibited except by express consent of instructor for each instance.
6. All locking cupboards containing tools, supplies, and materials are to be accessed by instructors only (whether locked or unlocked).
7. No student should handle or attempt to otherwise gather information from papers and other documents on instructor workbenches and office desk.
8. Photographs, videos, and audio recordings should not be made without permission of instructor and all parties involved.

Security of Personal Projects:

In preparation for the workforce; each student will be issued an assigned project box that is to be left in the instructor's office. All projects need to be deposited into the student's project box at the end of each day. The project box will contain all of the metal being used for projects.

1. Students are not allowed to work on personal projects in the classroom at any time. Personal work can be confiscated by the instructor and held until the end of the semester. There should be no personal items stored in students project boxes.
2. Students will retrieve their projects from their project box in the instructor's office each morning.

3. The college reserves the right to randomly check individual students project box contents.
4. Any project that the student has finished that is ready to be graded will be placed in the instructors grading box.

Personal Property and Accessories:

1. Toolboxes will be kept under the students' bench when not in use. These toolboxes will be picked up and placed on top of benches at the end of each day.
2. Walk areas and isles between the benches must be kept clear for other students and the instructor. This includes returning your chair under your bench when leaving your bench.
3. Purses, backpacks, satchels, book bags, etc. - should be kept neat. Neither PJC or faculty assumes any responsibility for loss of personal items or tools. The security of personal items and personal tools are the responsibility of the student.

Phone & Earbud Usage Policy:

With instructor permission - students may use their phones to listen to music, podcasts, or audiobooks while working independently at their designated bench. Only *one* earbud may be worn at a time, so students remain aware of announcements or emergencies. Phones may not be used for watching videos, visual content, or taking calls during class. If phone use becomes a distraction, interferes with instruction, &/or the students work – this privilege may be revoked.

Work Benches/Classroom Maintenance:

1. Each students' workspace and bench tops will be kept tidy each day.
2. Turn off each bench light & wax pen when not in use.
3. Each student is responsible for maintaining their bench and surrounding area. Any items on the floor will be picked up by the students at the end of each day and placed on top or inside of the student's bench.
4. At times designated by the instructor - *all* students are to participate in cleaning the classroom/workshop/lab areas.

Use of Classroom Tools and Equipment:

1. Classroom tools, equipment, teaching aids, etc. are property of Paris Junior College.
2. Students are individually responsible for the tools and equipment they use, are responsible for using them in a safe and cautious manner, & are responsible for returning them to where they belong.
3. Using a piece of equipment that is not in good working order is prohibited and such conditions should be reported to an instructor.
4. Any special tools supplied by an instructor should be returned upon request or at the end of the day.

Damage/Loss of Equipment or Other School Property:

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Dress Code:

In addition to proper dress for safety, the following requirements must be observed. These requirements are part of the overall work ethics:

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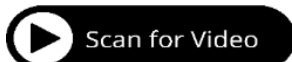
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 August 24 th – 27 th	Hinge	Fabricate Hinge Lecture
Week 2 August 31 st – September 3 rd	Hinge (Continued) & Oval Basket Pendant	Fabricate Hinge Lecture (Continued) & Fabricate Oval Basket Pendant Lecture
Week 3 September 8 th – 10 th	Oval Basket Pendant (Continued) & Ring Guard	Fabricate Oval Basket Pendant Lecture (Continued) & Fabricate Ring Guard Lecture
Week 4 September 14 th – 17 th	Ring Guard (Continued)	Fabricate Ring Guard Lecture (Continued)
Week 5 September 21 st – 24 th	Ring Sizing: Size Up & Size Down	Ring Sizing: Size Up & Size Down Lecture
Week 6 September 28 th – October 1 st	Re-Shank	Re-Shank Lecture
Week 7 October 5 th – 8 th	Chain Repair	Chain Repair Lecture
Week 8 October 12 th – 15 th	Final Exam	Review for Final Exam

JLRY 1349.10B0
Jewelry Repair & Fabrication II
Fall 2026

Instructor: Ms. Ashton Henderson

Office: AS 126

Phone: 903-782-0249

Email: ahenderson@parisjc.edu

Office Hours: Monday through Thursday from 8:00 a.m. to 4:30 p.m.

Friday from 8:00 a.m. to 12:00 p.m.

Meeting Location: AS 126

Meeting Days: Monday through Thursday

Meeting Times: 8:00 a.m. to 4:30 p.m.

Course Description

Continuation of Jewelry Repair/Fabrication I with emphasis on techniques, fabrication, and repair of jewelry.

Required Textbook(s) and Materials

ISBN, Title, Author:

9780979996221, Jewelry Metals, MJSA Jewelry

978-0871922403, The Complete Metal-smith, Tim McCreight

978-0964355033, Jeweler's Resource, Bruce G. Knuth

978-097134952, The AJM Guide to Lost Wax Casting, Contributors of AJM Mag.

Second Semester Jewelry Tool Kit

All Handouts are posted on Blackboard for the student's convenience

Course Goals and Objectives

Assess damage of metal work & determine the proper repair procedures; continue skills learned through polishing; demonstrate knowledge of how to layout & drill pilot holes; continuation of becoming proficient in ring sizing - up & down; fabricate mountings using accurate soldering, sawing and filing techniques; fit and solder chain together for repairs - as well as, attach findings; identify types of solders used in the jewelry industry; explain the processes used to manufacture gold-filled, rolled gold plate; & explain the nature of jewelry repair - how to assess the jewelry properly that is needing repair, how to problem solve, & how to complete the task correctly and efficiently.

Course Requirements and Evaluation:

To achieve a Certificate and/or an Associate Degree in Jewelry - a student must have accumulated a 2.0 grade point average (GPA). A grade of at least "D" (60%) is required for completion of all Jewelry Technology courses. To receive credit for a Jewelry course, students must complete all projects listed in the instructor's guide for that course. A grade of "D" (60%), or higher is required to complete a project in order to advance to the next project. Projects, that were graded lower than a "60" must be started over from the beginning. On occasions, the instructor may allow a project to be modified to a passing grade. Projects with modifications will be re-graded two times at maximum. If the project is not modified to a passing grade at this time, the project turns into a "redo". After performing the modification, the original integrity of the project must have been maintained. Dates and order of the projects may differ from the syllabus at the instructor's discretion.

Required Activity:

As part of this course, *all students* are required to complete the following mandatory trainings:

- I. Alcohol & Other Drugs
- II. Sexual Assault Prevention for Community College Students
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Students are responsible for completing all assigned trainings by the designated deadline. Students will receive the links for mandatory training in their student email. Proof of completion must be provided to the instructor in order to receive credit for this requirement. Failure to complete the trainings and/or provide verification of completion may result in the student not receiving a grade for this portion of the course.

Course Policies:

This is in no way intended to void, modify, or circumvent any of the policies and/or procedures contained in the Student Handbook and events calendar; but rather, is intended to define and emphasize certain of these policies as they apply to the Jewelry students.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated *by the student*.

Students are expected to arrive on time and are expected to be properly prepared to engage appropriately with course content. The student's active participation in classroom discussions, activities, and projects is an essential and critical part of the course.

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3. Students with 3 unexcused absences are subject to failing the course.
4. Documented and justifiable absences may be excused. Examples of this would include memorial cards from a friend or family member's funeral, or a doctor's note/receipt from a care clinic in the case of illness of the student or a dependent.
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6. Students are responsible for obtaining all notes, assignments and announcements covered during any class session they miss. The instructor will *not* provide individual make-up lectures or notes for missed classes.
7. A major part of attendance is participation, i.e. working on assigned projects. Students not participating may have an unexcused absence recorded and be removed from class for a time. This would apply to students sleeping in class, excessive talking while not working, activities on phones or watches, or any other activity keeping them or their classmates from being productive.
8. To maintain a productive learning environment, students should remain in their assigned classroom and avoid interrupting instruction or student work in other classrooms.
9. A lack of professionalism may also require the removal of a student from class. Some actions which would be considered unprofessional are: lack of respect given to the

instructor or other students, coarse or prejudicial language, misuse of class equipment, working on personal projects, inappropriate attire, wearing head phones or similar items. Students lacking professionalism may have an unexcused absence recorded and be removed from class for a time.

10. Students are expected to use the hallways quietly and respectfully. Running, loitering, disruptive behavior & inappropriate language are *not* permitted, as hallways are shared learning spaces.

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Test and/or Essays will be graded on the accuracy of the answers and content on a scale from 0 to 100. Test and/or Essays must be completed to pass the course. A final test/essay will be given at the end of each course. Dates for midterms and final tests will be listed on the course project schedules, will be listed in Blackboard, and/or will be announced in person verbally during class.

The Course Grade is compiled as follows:

Project Average:	70%
Workplace Ethics:	20%
Written Final:	10%
Final Course Grade:	100%

Grade Scale:	A: 90-100%
	B: 80-89%
	C: 70-79%
	D: 60-69%
	F: 0-59%
	X: Incomplete

Incomplete Course Work:

To qualify for an incomplete: the student must have **completed 75%** of the required projects by the end of the course. Incomplete course work must be completed by the end of the *next long semester*, or the grade of **X** will turn to an **F**.

Students with an incomplete are responsible for setting up a schedule with the instructor to complete the course work. The maximum allotted time to finish incomplete course work is **28 hours**.

If the student completes the required projects to a grade of "60" or better by the end of the scheduled allotted time, the student will then be assigned a course grade.

Friday Lab Time Requirements:

1. Friday morning lab time is designated for the completion of class projects. Students with excessive absences and tardiness will need instructor approval for lab time.
2. Friday lab time begins promptly at 8:00am, and classroom entrance is not guaranteed after 8:00am.
3. Students will be asked to leave if they are talking &/or distracting other students.

Safety:

1. There are certain elementary precautions that **MUST** be observed when working with sharp objects, machines/equipment or hot metals. Therefore, all items of clothing must be of at least 50% natural fibers. Shorts, halters, open toed shoes, sleeveless shirts, hats, sweatshirt hoods, and other clothing worn on the head are not permitted in classroom areas.
2. Cell phones and any other sound/video producing or recording device(s) may not be present nor used in the polishing rooms & casting areas.
3. Students must be trained and authorized by the instructor on each piece of equipment before use.
4. The student is expected to act in a manner that will not injure any other person or damage any components, tools, equipment, instructional aids, or reference material.
5. All oral and/or written safety rules and instructions must be followed.
6. Students are required to report any accident or safety violation to the instructor as soon as possible.
7. The Safety Data Sheet (SDS) manual is located in the office of AS 126
8. Safety glasses must be worn at all times when performing operations that might cause eye injury.

Security:

1. Security of the tools, supplies, and materials in the jewelry program at PJC is the responsibility of all participants. Any breach of security should be reported to an instructor immediately.
2. Students must enter and exit the classroom using the designated main entrance. Other entrances are to be used *only* in the event of an emergency.
3. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be used for personal projects or projects that are not part of an assignment approved by an instructor.
4. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be removed from the department.
5. Student access to storage rooms is prohibited except by express consent of instructor for each instance.
6. All locking cupboards containing tools, supplies, and materials are to be accessed by instructors only (whether locked or unlocked).
7. No student should handle or attempt to otherwise gather information from papers and other documents on instructor workbenches and office desk.
8. Photographs, videos, and audio recordings should not be made without permission of instructor and all parties involved.

Security of Personal Projects:

In preparation for the workforce; each student will be issued an assigned project box that is to be left in the instructor's office. All projects need to be deposited into the student's project box at the end of each day. The project box will contain all of the metal being used for projects.

1. Students are not allowed to work on personal projects in the classroom at any time. Personal work can be confiscated by the instructor and held until the end of the semester. There should be no personal items stored in students project boxes.
2. Students will retrieve their projects from their project box in the instructor's office each morning.

3. The college reserves the right to randomly check individual students project box contents.
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Personal Property and Accessories:

1. Toolboxes will be kept under the students' bench when not in use. These toolboxes will be picked up and placed on top of benches at the end of each day.
2. Walk areas and isles between the benches must be kept clear for other students and the instructor. This includes returning your chair under your bench when leaving your bench.
3. Purses, backpacks, satchels, book bags, etc. - should be kept neat. Neither PJC or faculty assumes any responsibility for loss of personal items or tools. The security of personal items and personal tools are the responsibility of the student.

Phone & Earbud Usage Policy:

With instructor permission - students may use their phones to listen to music, podcasts, or audiobooks while working independently at their designated bench. Only *one* earbud may be worn at a time, so students remain aware of announcements or emergencies. Phones may not be used for watching videos, visual content, or taking calls during class. If phone use becomes a distraction, interferes with instruction, &/or the students work – this privilege may be revoked.

Work Benches/Classroom Maintenance:

1. Each students' workspace and bench tops will be kept tidy each day.
2. Turn off each bench light & wax pen when not in use.
3. Each student is responsible for maintaining their bench and surrounding area. Any items on the floor will be picked up by the students at the end of each day and placed on top or inside of the student's bench.
4. At times designated by the instructor - *all* students are to participate in cleaning the classroom/workshop/lab areas.

Use of Classroom Tools and Equipment:

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2. Students are individually responsible for the tools and equipment they use, are responsible for using them in a safe and cautious manner, & are responsible for returning them to where they belong.
3. Using a piece of equipment that is not in good working order is prohibited and such conditions should be reported to an instructor.
4. Any special tools supplied by an instructor should be returned upon request or at the end of the day.

Damage/Loss of Equipment or Other School Property:

Students may incur additional charges for damage to school property; including, but not limited to: Benches; bench lamps; chairs; hand tools; equipment; supplies, etc.

Dress Code:

In addition to proper dress for safety, the following requirements must be observed. These requirements are part of the overall work ethics:

1. Students without proper attire will be dismissed from class. This dismissal will have a negative effect on the student's grade for work ethics and will be recorded and reported as an unauthorized absence.
2. No hats of any kind are to be worn in the lab at any time.
3. Long hair should be tied back at all times.
4. Students are expected to practice proper personal hygiene and exercise cleanliness in all things while in the classrooms/workshops.
5. Dress and Grooming: Student's attire and grooming must not materially or substantially interfere with normal school operations.
6. Protective Clothing – Safety rules and the wearing of protective clothing and equipment, i.e., safety goggles, dust mask, full face shield, apron, gloves, etc., must be followed when working with equipment, chemicals, and specialty tools. Loose clothing can be a physical hazard when operating certain equipment.

Disrespect for Authority:

Failure to comply with instructions and directions of college officials and/or law enforcement officers acting in the performance of their duties; or any student who fails to heed a summons to report to an administrative official or instructor's office will not be condoned and subjects himself/herself to immediate disciplinary action from the college.

Use of Tobacco, Food, or Drink:

1. Smoking, vaping, or use of alcohol or drugs is not allowed in any classroom area. Tobacco in any form is not allowed.
2. Food is prohibited in the classrooms. Drinks must have a lid that closes and should be kept off the bench at all times.

Artificial intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable

accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher). You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made, students will be notified through *verbal discussion in person during class*, through *Blackboard*, and/or through the *students PJC email*.

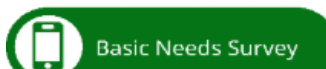
Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

Included is a link to the PJC IT Checklist, and I encourage you to work through it the first week of class: <https://www.parisjc.edu/technology/pjc-it-checklist.php>
For computer or log in issues - please contact Tech Support at techsupport@parisjc.edu

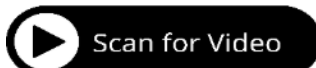
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 August 24 th – 27 th	Polish Wedding Bands & Gents Flat Top Rings	Polish Wedding Bands & Gents Flat Top Rings Lecture
Week 2 August 31 st – September 3 rd	Drilling Pilot Holes in Wedding Bands	Drilling Pilot Holes in Wedding Bands Lecture
Week 3 September 8 th – 10 th	Drilling Pilot Holes in Gents Flat Top Rings	Drilling Pilot Holes in Gents Flat Top Rings Lecture
Week 4 September 14 th – 17 th	Drilling Pilot Holes in Gents Flat Top Rings (Continued)	Drilling Pilot Holes in Gents Flat Top Rings Lecture (Continued)
Week 5 September 21 st – 24 th	Textures & Finishes	Textures & Finishes Lecture
Week 6 September 28 th – October 1 st	Re-Tip, Re-Prong, & Re-Bead	How to Re-Tip a 6 Prong Ring, How to Re-Prong a 4 Prong Ring, & How-To Re-Bead a Bright Cut Ring Lecture
Week 7 October 5 th – 8 th	Electroplating	Electroplating Lecture
Week 8 October 12 th – 15 th	Final Exam	Review for Final Exam

**JLRY 2333.10C0
Casting II
Fall 2026**

Instructor: Ms. Ashton Henderson
Office: AS 126
Phone: 903-782-0249
Email: ahenderson@parisjc.edu

Meeting Location: AS 126
Meeting Days: Monday through Thursday
Meeting Times: 8:00 a.m. to 4:30 p.m.

Office Hours: Monday through Thursday from 8:00 a.m. to 4:30 p.m.
Friday from 8:00 a.m. to 12:00 p.m.

Course Description

A continuation of Casting I to refine and expand casting skills through the Lost Wax Casting process.

Required Textbook(s) and Materials

ISBN, Title, Author:

9780979996221, Jewelry Metals, MJSA Jewelry

978-0871922403, The Complete Metal-smith, Tim McCreight

978-0964355033, Jeweler's Resource, Bruce G. Knuth

978-097134952, The AJM Guide to Lost Wax Casting, Contributors of AJM Mag.

Second Semester Jewelry Tool Kit

All Handouts are posted on Blackboard for the student's convenience

Course Goals and Objectives

Prepare injected wax models and/or resin models for casting; use wax injectors and/or 3D prints to reproduce multiple copies of patterns; sprue, invest, and cast single or multiple objects at once in metal using the centrifugal and vacuum casting processes; transform raw castings into jewelry pieces using individual and mass-finishing methods that are up to the jewelry industries standards.

Course Requirements and Evaluation:

To achieve a Certificate and/or an Associate Degree in Jewelry - a student must have accumulated a 2.0 grade point average (GPA). A grade of at least "D" (60%) is required for completion of all Jewelry Technology courses. To receive credit for a Jewelry course, students must complete all projects listed in the instructor's guide for that course. A grade of "D" (60%), or higher is required to complete a project in order to advance to the next project. Projects, that were graded lower than a "60" must be started over from the beginning. On occasions, the instructor may allow a project to be modified to a passing grade. Projects with modifications will be re-graded two times at maximum. If the project is not modified to a passing grade at this time, the project turns into a "redo". After performing the modification, the original integrity of the project must have been maintained. Dates and order of the projects may differ from the syllabus at the instructor's discretion.

Required Activity:

As part of this course, *all students* are required to complete the following mandatory trainings:

- I. Alcohol & Other Drugs
- II. Sexual Assault Prevention for Community College Students
- III. Mental Well-Being for Students

Students are responsible for completing all assigned trainings by the designated deadline. Students will receive the links for mandatory training in their student email. Proof of completion must be provided to the instructor in order to receive credit for this requirement. Failure to complete the trainings and/or provide verification of completion may result in the student not receiving a grade for this portion of the course.

Course Policies:

This is in no way intended to void, modify, or circumvent any of the policies and/or procedures contained in the Student Handbook and events calendar; but rather, is intended to define and emphasize certain of these policies as they apply to the Jewelry students.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated *by the student*.

Students are expected to arrive on time and are expected to be properly prepared to engage appropriately with course content. The student's active participation in classroom discussions, activities, and projects is an essential and critical part of the course.

Class attendance, whether in-person or virtual, is required and expected for successful class performance.

An absence for any reason does not relieve a student of responsibility for any part of the work covered in the class during the period of absence. Absences are excused in the event of a personal illness or family emergency; as long as there is proper documentation. In those instances, it is the student's responsibility to provide the proper documentation; as well as, meet with the instructor in order to receive any missed assignment(s)/lectures/exams.

Please be aware that this classroom utilizes a door-locking system. If the student arrives after the door has been locked, the student may not be able to enter the classroom until the next designated time the door is opened. Late arrival does not guarantee immediate access to the classroom.

If the student anticipates being late, it is the student's responsibility to notify the instructor as soon as possible and provide a reason for the late arrival. However, notifying the instructor does not guarantee that the student will be permitted to enter the classroom immediately. Ultimately, it is each student's responsibility to plan accordingly and arrive to class on time every day. Consistent punctuality contributes to a productive, respectful, and successful learning experience for both the student and the class as a whole.

Class Conduct:

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AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

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responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher). You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made, students will be notified through *verbal discussion in person during class*, through *Blackboard*, and/or through the *students PJC email*.

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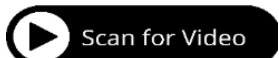
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1 October 19 th – 22 nd	Gents Hexagon Rings	How to Clean up Castings Lecture (Continued)
Week 2 October 26 th – 29 th	Ring Shanks	How to Clean up Castings Lecture (Continued)
Week 3 November 2 nd – 5 th	Ring Guard	How to Clean up Castings Lecture (Continued)
Week 4 November 9 th – 12 th	Tube Rings	How to Clean up Castings Lecture (Continued)
Week 5 November 16 th – 19 th	Cathedral Basket Head (Finding)	How to Clean up Castings Lecture (Continued)
Week 6 November 23 rd – 24 th	6 Prong Head (Finding)	How to Clean up Castings Lecture (Continued)
Week 7 November 30 th – December 3 rd	4 Prong Head & 4 Prong Fishtail Head (Findings)	How to Clean up Castings Lecture (Continued)
Week 8 December 7 th – 10 th	4 Prong Illusion Top (Finding) & Casting Technical Final Exam	Review for Casting Technical Final Exam

JLRY 2335.10B0/JLRY2335.10C0
Precious Metals I
Fall 2026

Instructor: Serina Omori

Office: AS 116

Phone: 903-782-0363

Email: somori@parisjc.edu

Office Hours: Monday through Thursday from 8:00 a.m. to 4:30 p.m.

Friday from 8:00 a.m. to 12:00 p.m. by appointment

Meeting Location: AS 117

Meeting Days: Monday through Thursday

Meeting Times: 8:00 a.m. to 4:30 p.m.

Course Description:

Application of jewelry-making techniques using precious metals, with an emphasis on assembly and/or multiple setting styles. Includes an introduction to types of welding used in the industry for fabrication and repair such as laser welding and pulse arc welding.

Required Textbook(s) and Materials:

Jeweler's Resource, ISBN 13: 978-0964355033

The Complete Metalsmith, ISBN13: 978-0871922403

Jewelry Metals, ISBN 13: 978-0979996221

The AJM Guide to Lost Wax Casting: ISBN 0-9713495-2-5

Diamond Setting, The Professional Approach: 978-0961354510

First Semester Jewelry Tool Kit

Second Semester Jewelry Tool Kit

All Handouts, PowerPoints, & Videos are posted on Blackboard for the student's convenience

Course Goals and Objectives:

Create projects in precious metals; assemble complex project components such as attaching heads and setting stones within tolerances; demonstrate soldering and/or welding techniques used with precious metals; describe the characteristics and uses of precious metals prevalent in the jewelry industry; explain regulatory guidelines that govern the jewelry industry; finish all projects to industry standards.

Course Requirements and Evaluation:

To achieve a Certificate and/or an Associate Degree in Jewelry - a student must have accumulated a 2.0 grade point average (GPA). A grade of at least "D" (60%) is required for completion of all Jewelry Technology courses. To receive credit for a Jewelry course, students must complete all projects listed in the instructor's guide for that course. A grade of "D" (60%), or higher is required to complete a project in order to advance to the next project. Projects, that were graded lower than a "60" must be started over from the beginning. On occasions, the instructor may allow a project to be modified to a passing grade. Projects with modifications will be re-graded two times at maximum. If the project is not modified to a passing grade at this time, the project turns into a "redo". After performing the modification, the original integrity of the project must have been maintained. Dates and order of the projects may differ from the syllabus at the instructor's discretion.

Required Activity:

As part of this course, *all students* are required to complete the following mandatory training:

- I. Alcohol & Other Drugs
- II. Sexual Assault Prevention for Community College Students
- III. Mental Well-Being for Students

Students are responsible for completing all assigned training by the designated deadline. Students will receive the links for mandatory training in their student email. Proof of completion must be provided to the instructor to receive credit for this requirement. Failure to complete the training and/or provide verification of completion may result in the student not receiving a grade for this portion of the course.

Course Policies:

This is in no way intended to void, modify, or circumvent any of the policies and/or procedures contained in the Student Handbook and events calendar; but rather, is intended to define and emphasize certain of these policies as they apply to the Jewelry students.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated *by the student*.

Students are expected to arrive on time and are expected to be properly prepared to engage appropriately with course content. The student's active participation in classroom discussions, activities, and projects is an essential and critical part of the course.

Class attendance, whether in-person or virtual, is required and expected for successful class performance.

An absence for any reason does not relieve a student of responsibility for any part of the work covered in the class during the period of absence. Absences are excused in the event of a personal illness or family emergency; if there is proper documentation. In those instances, it is the student's responsibility to provide the proper documentation; as well as meet with the instructor to receive any missed assignment(s)/lectures/exams.

Please be aware that this classroom utilizes a door-locking system. If the student arrives after the door has been locked, the student may not be able to enter the classroom until the next designated time the door is opened. Late arrival does not guarantee immediate access to the classroom.

If the student anticipates being late, it is the student's responsibility to notify the instructor as soon as possible and provide a reason for the late arrival. However, notifying the instructor does not guarantee that the student will be permitted to enter the classroom immediately. Ultimately, it is each student's responsibility to plan accordingly and arrive to class on time every day. Consistent punctuality contributes to a productive, respectful, and successful learning experience for both the student and the class.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Jewelry Program Absence Policies and Professionalism:

Jewelry program absence policies in no way voids, modifies, or circumvents Paris Junior College Class Attendance policies.

1. Students are expected to attend all classes on a regular and punctual basis. Students are allowed one absence per eight-week flex term, additional absences can impact the student's grade/success.
2. Students must notify instructor via email (somori@parisjc.edu) by no later than 9:00 a.m. of the day being missed. An unexcused absence will be recorded if timely notification is not given.
3. Students with 3 unexcused absences are subject to failing the course.
4. Documented and justifiable absences may be excused. Examples of this would include memorial cards from a friend or family member's funeral, or a doctor's note/receipt from a care clinic in the case of illness of the student or a dependent.
5. Students should notify instructors before stepping out of class. Failure to do so may result in an unexcused absence.
6. Students are responsible for obtaining all notes, assignments and announcements covered during any class session they miss. The instructor will *not* provide individual make-up lectures or notes for missed classes.
7. A major part of attendance is participation, i.e. working on assigned projects. Students not participating may have an unexcused absence recorded and be removed from class for a time. This would apply to students sleeping in class, excessive talking while not working, activities on phones or watches, or any other activity keeping them or their classmates from being productive.
8. To maintain a productive learning environment, students should remain in their assigned classroom and avoid interrupting instruction or student work in other classrooms.
9. A lack of professionalism may also require the removal of a student from class. Some actions which would be considered unprofessional are: lack of respect given to the

instructor or other students, coarse or prejudicial language, misuse of class equipment, working on personal projects, inappropriate attire, wearing head phones or similar items. Students lacking professionalism may have an unexcused absence recorded and be removed from class for a time.

10. Students are expected to use the hallways quietly and respectfully. Running, loitering, disruptive behavior & inappropriate language are *not* permitted, as hallways are shared learning spaces.

Tests/Essays:

Test and/or Essays will be graded on the accuracy of the answers and content on a scale from 0 to 100. Test and/or Essays must be completed to pass the course. A final test/essay will be given at the end of each course. Dates for midterms and final tests will be listed on the course project schedules, will be listed in Blackboard, and/or will be announced in person verbally during class.

The Course Grade is compiled as follows:

Project Average:	70%
Workplace Ethics:	20%
Written Final:	10%
Final Course Grade:	100%

Grade Scale:	A: 90-100%
	B: 80-89%
	C: 70-79%
	D: 60-69%
	F: 0-59%
	X: Incomplete

Incomplete Course Work:

To qualify for an incomplete: the student must have **completed 75%** of the required projects by the end of the course. Incomplete course work must be completed by the end of the *next long semester*, or the grade of **X** will turn to an **F**.

Students with an incomplete are responsible for setting up a schedule with the instructor to complete the course work. The maximum allotted time to finish incomplete course work is **28 hours**.

If the student completes the required projects to a grade of "60" or better by the end of the scheduled allotted time, the student will then be assigned a course grade.

Friday Lab Time Requirements:

1. Friday morning lab time is designated for the completion of class projects. Students with excessive absences and tardiness will need instructor approval for lab time.
2. Friday lab time begins promptly at 8:00am, and classroom entrance is not guaranteed after 8:00am.
3. Students will be asked to leave if they are talking &/or distracting other students.

Safety:

1. There are certain elementary precautions that **MUST** be observed when working with sharp objects, machines/equipment or hot metals. Therefore, all items of clothing must be of at least 50% natural fibers. Shorts, halters, open toed shoes, sleeveless shirts, hats, sweatshirt hoods, and other clothing worn on the head are not permitted in classroom areas.
2. Cell phones and any other sound/video producing or recording device(s) may not be present nor used in the polishing rooms & casting areas.
3. Students must be trained and authorized by the instructor on each piece of equipment before use.
4. The student is expected to act in a manner that will not injure any other person or damage any components, tools, equipment, instructional aids, or reference material.
5. All oral and/or written safety rules and instructions must be followed.
6. Students are required to report any accident or safety violation to the instructor as soon as possible.
7. The Safety Data Sheet (SDS) manual is located in the office of AS 126
8. Safety glasses must be worn at all times when performing operations that might cause eye injury.

Security:

1. Security of the tools, supplies, and materials in the jewelry program at PJC is the responsibility of all participants. Any breach of security should be reported to an instructor immediately.
2. Students must enter and exit the classroom using the designated main entrance. Other entrances are to be used *only* in the event of an emergency.
3. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be used for personal projects or projects that are not part of an assignment approved by an instructor.
4. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be removed from the department.
5. Student access to storage rooms is prohibited except by express consent of instructor for each instance.
6. All locking cupboards containing tools, supplies, and materials are to be accessed by instructors only (whether locked or unlocked).
7. No student should handle or attempt to otherwise gather information from papers and other documents on instructor workbenches and office desk.
8. Photographs, videos, and audio recordings should not be made without permission of instructor and all parties involved.

PRECIOUS METALS (GOLD AND PLATINUM)**Class Procedures:**

Paris Junior College recognizes that certain inevitable losses of metal occur during sawing, filing and polishing activities that may or may not be subsequently recovered. Therefore, the school will accept a set percentage of metal loss for each project. Examples listed below:

1. 9% loss on pave'

2. 6% loss on bright cuts

3. 4% loss on all other projects

Losses over the set allowable percentage will be billed to students at the school's current metal price.

Broken Stones and melted or over-burred findings will have to be replaced by the student with request from the gold room at current prices. The original (ruined) findings are then the students' property and may be used by weight for credit against gold loss.

Students will collect their bench filings and place all bench filings in the plastic jar on their bench daily; bench filings are considered part of the allowable loss and are the property of the college.

Metal recovered from buffing machine filters, traps, floor sweeps, casting machine and crucibles, vacuum cleaner, etc. are part of the percentage loss factor and are property of the college.

Metal issued to the student remains the property of the college and it is the responsibility of the student to return it.

When working with gold, students may only use 14k cadmium-free solders. Students are not allowed to use gold other than that issued by TIJT. Students may not purchase their projects; students should instead document their work using the photo studio in the classroom to build a portfolio.

Any metal (including but not limited to projects, grain, stock, wire, buttons and shot) found in the classroom by a student must be turned in to the instructor immediately.

In the rare case of metal contamination, all the metal for that project will be returned to the gold room and new metal will be issued. The student is responsible for gold loss on both issues of metal as well as for the findings.

Students may ask to be issued metal for up to five projects at a time. This makes it extremely important that students keep the metal separated according to the projects, especially buttons and sprues after casting. It is the responsibility of the student to keep buttons and all other metal with the correct project envelopes.

Buttons and sprues must be returned to the gold room immediately after they have been removed from the castings. The weight of the button and sprues is recorded on the job envelope for credit to the student. It is not the gold room clerk's job to sort out switched/misplaced buttons.

Project envelopes used in the precious metals classroom are triple copy job envelopes designed and printed by Jewelers of America as they are used in our industry.

Metal weight, findings and stones issued to the student are recorded on the envelope; students sign the envelope to acknowledge that they received the metal, findings and stones. The contents of the envelope are then the responsibility of the student.

The top copy (original) is removed and stays in the gold room. The second copy stays on the envelope and in the student's possession. After casting and as soon as the button and sprues have been removed from the project, the student must return them to the gold room. The clerk will put the weight of the returned button and sprues on the copy (original) and on the student's copy (attached to envelope).

After the project has been graded, the student will return the project, and all material issued with the project to the gold room for calculation of metal loss.

If the gold loss exceeds the allowable percentage for that project, Students will receive a Student Gold Loss Invoice that is due to be paid within 7 days. This is paid to the tool room clerk through the small window in the classroom Monday –Thursday 8am to 11am and 1pm to 4pm; they will receive two paid receipts; one must be given to the gold room clerk to verify that gold loss has been paid the other one is for students' records. Students will not be issued additional gold if unpaid gold loss exceeds \$40.00.

Abbreviation of documentation on job envelopes:

“I” is for issued “R” is for returned “IF” is for issued finding “B” is for button
“NG” is for new gold “S” is for shot

Gold room Office Hours: 8:00 a.m. until 9:30 a.m. 2:30 p.m. until 5:00 p.m.

Recasting:

If a student needs to recast a project, they must first get the instructor's approval. The instructor will sign the back of the project envelope to indicate to the gold room clerk that a recast is approved. The student will then return all the original metal to the gold room clerk, it will be checked for quality, and then 10% new metal will be issued to the student for the new casting. This will ensure the karat and quality of the recast. It is best to submit a new metal request slip with the original project envelope to ensure the correct amount of metal is issued.

Project Grading/Boxes:

Students must deposit completed projects that are ready to be graded into the instructor's grade box. All other projects need to be deposited into the student's metal project box and placed on the vault cart at 4:15pm. Students that leave projects out overnight, or leave their project boxes at their bench overnight, will not be able to return to class until after the first break the next morning. Should this occur a second time, the student may not return to the classroom until after lunch. If the box or the projects are left out for the third time, the student

will be dismissed for the entire class day. The missed time will be recorded in the class roll as absences and will be reflected in the work ethics grade. Take care to only handle your own projects if you see another student has left out their work, please notify the instructor.

Students are not allowed to work on personal projects in the classroom at any time. Personal work can be confiscated by the instructor and held until the end of the semester. There should be no personal items stored in locked metal project boxes.

Projects are not allowed outside the classroom.

Personal Property and Accessories:

1. Toolboxes will be kept under the students' bench when not in use. These toolboxes will be picked up and placed on top of benches at the end of each day.
2. Walk areas and isles between the benches must be kept clear for other students and the instructor. This includes returning your chair under your bench when leaving your bench.
3. Purses, backpacks, satchels, book bags, etc. - should be kept neat. Neither PJC or faculty assumes any responsibility for loss of personal items or tools. The security of personal items and personal tools are the responsibility of the student.

Phone & Earbud Usage Policy:

With instructor permission - students may use their phones to listen to music, podcasts, or audiobooks while working independently at their designated bench. Only *one* earbud may be worn at a time, so students remain aware of announcements or emergencies. Phones may not be used for watching videos, visual content, or taking calls during class. If phone use becomes a distraction, interferes with instruction, &/or the students work – this privilege may be revoked.

Work Benches/Classroom Maintenance:

1. Each student's workspace and bench tops will be kept tidy each day.
2. Turn off each bench light & wax pen when not in use.
3. Each student is responsible for maintaining their bench and surrounding area. Any items on the floor will be picked up by the students at the end of each day and placed on top or inside of the student's bench.
4. At times designated by the instructor - *all* students are to participate in cleaning the classroom/workshop/lab areas.

Use of Classroom Tools and Equipment:

1. Classroom tools, equipment, teaching aids, etc. are property of Paris Junior College.
2. Students are individually responsible for the tools and equipment they use, are responsible for using them in a safe and cautious manner & are responsible for returning them to where they belong.
3. Using a piece of equipment that is not in good working order is prohibited and such conditions should be reported to an instructor.
4. Any special tools supplied by an instructor should be returned upon request or at the end of the day.
- 5.

Damage/Loss of Equipment or Other School Property:

Students may incur additional charges for damage to school property; including, but not limited to: Benches; bench lamps; chairs; hand tools; equipment; supplies, etc.

Dress Code:

In addition to proper dress for safety, the following requirements must be observed. These requirements are part of the overall work ethics:

1. Students without proper attire will be dismissed from class. This dismissal will have a negative effect on the student's grade for work ethics and will be recorded and reported as an unauthorized absence.
2. No hats of any kind are to be worn in the lab at any time.
3. Long hair should be tied back at all times.
4. Students are expected to practice proper personal hygiene and exercise cleanliness in all things while in the classrooms/workshops.
5. Dress and Grooming: Student's attire and grooming must not materially or substantially interfere with normal school operations.
6. Protective Clothing – Safety rules and the wearing of protective clothing and equipment, i.e., safety goggles, dust mask, full face shield, apron, gloves, etc., must be followed when working with equipment, chemicals, and specialty tools. Loose clothing can be a physical hazard when operating certain equipment.

Disrespect for Authority:

Failure to comply with instructions and directions of college officials and/or law enforcement officers acting in the performance of their duties; or any student who fails to heed a summons to report to an administrative official or instructor's office will not be condoned and subjects himself/herself to immediate disciplinary action from the college.

Use of Tobacco, Food, or Drink:

1. Smoking, vaping, or use of alcohol or drugs is not allowed in any classroom area. Tobacco in any form is not allowed.
2. Food is prohibited in the classrooms. Drinks must have a lid that closes and should be kept off the bench at all times.

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For computer or log in issues - please contact Tech Support at techsupport@parisjc.edu

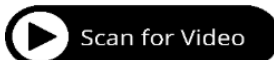
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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PROJECT SCHEDULE

JLRY 2335.10B0: August 24th- October 15th, 2026 (Flex A)
JLRY 2335.10C0: October 19th-December 10th, 2026 (Flex B)

Day 1	800-Chain Repair	Weave 4 chains (issued) together and solder. <u>(Inject waxes and invest to cast first 2-3 projects)</u>
Day 2	820- 9 Stone Pave	Cast one bronze square top ring and pave set 9- 3mm round stones. Bright cut the outer edge and milligrain. [9-3mm round]
Day 4	804- Laser Weld Screws	Tack, Weld and smooth the backs of two steel screws together.
Day 5	801-Six Prong Peg Head Solitaire	Cast one 14KY gold ring shank; attach 1-14KW gold 6 prong head (issued) , and set stone. [1-5.5mm czs]
Day 7	802-Wedding Set	Cast ring 802 (engagement ring) and 802A(wedding band) in 14KY gold. Fit and solder 14KW gold 4 prong peg head (issued) in engagement ring. Size up, set the stone, solder the set together. [1-5mm cz] <u>After 1st grading, re-tip 2 prongs and turn in for 2nd grade.</u>
Day 8	803-Three Stone Channel Ring	Cast one 14KY gold ring. Size down and channel set three stones. [1-3.5mm, 1- 3mm, 1-2.5mm cz]

Day 10	805-Freeform Ring	Cast one 14KY gold ring; attach 4-14KW gold 4 prong heads (issued) , size down and set stones. [1-3.5mm, 3-3mm czs]
Day 12	806-Bright cut setting	Cast one 14KY gold ring and size up. Bead set and bright cut five stones. [5-2mm cz]
Day 15	Test	

JLRY 2335.10B0/JLRY2335.10C0
Precious Metals I
Fall 2026

Instructor: Serina Omori

Office: AS 116

Phone: 903-782-0363

Email: somori@parisjc.edu

Office Hours: Monday through Thursday from 8:00 a.m. to 4:30 p.m.

Friday from 8:00 a.m. to 12:00 p.m. by appointment

Meeting Location: AS 117

Meeting Days: Monday through Thursday

Meeting Times: 8:00 a.m. to 4:30 p.m.

Course Description:

Application of jewelry-making techniques using precious metals, with an emphasis on assembly and/or multiple setting styles. Includes an introduction to types of welding used in the industry for fabrication and repair such as laser welding and pulse arc welding.

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First Semester Jewelry Tool Kit

Second Semester Jewelry Tool Kit

All Handouts, PowerPoints, & Videos are posted on Blackboard for the student's convenience

Course Goals and Objectives:

Create projects in precious metals; assemble complex project components such as attaching heads and setting stones within tolerances; demonstrate soldering and/or welding techniques used with precious metals; describe the characteristics and uses of precious metals prevalent in the jewelry industry; explain regulatory guidelines that govern the jewelry industry; finish all projects to industry standards.

Course Requirements and Evaluation:

To achieve a Certificate and/or an Associate Degree in Jewelry - a student must have accumulated a 2.0 grade point average (GPA). A grade of at least "D" (60%) is required for completion of all Jewelry Technology courses. To receive credit for a Jewelry course, students must complete all projects listed in the instructor's guide for that course. A grade of "D" (60%), or higher is required to complete a project in order to advance to the next project. Projects, that were graded lower than a "60" must be started over from the beginning. On occasions, the instructor may allow a project to be modified to a passing grade. Projects with modifications will be re-graded two times at maximum. If the project is not modified to a passing grade at this time, the project turns into a "redo". After performing the modification, the original integrity of the project must have been maintained. Dates and order of the projects may differ from the syllabus at the instructor's discretion.

Required Activity:

As part of this course, *all students* are required to complete the following mandatory training:

- I. Alcohol & Other Drugs
- II. Sexual Assault Prevention for Community College Students
- III. Mental Well-Being for Students

Students are responsible for completing all assigned training by the designated deadline. Students will receive the links for mandatory training in their student email. Proof of completion must be provided to the instructor to receive credit for this requirement. Failure to complete the training and/or provide verification of completion may result in the student not receiving a grade for this portion of the course.

Course Policies:

This is in no way intended to void, modify, or circumvent any of the policies and/or procedures contained in the Student Handbook and events calendar; but rather, is intended to define and emphasize certain of these policies as they apply to the Jewelry students.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated *by the student*.

Students are expected to arrive on time and are expected to be properly prepared to engage appropriately with course content. The student's active participation in classroom discussions, activities, and projects is an essential and critical part of the course.

Class attendance, whether in-person or virtual, is required and expected for successful class performance.

An absence for any reason does not relieve a student of responsibility for any part of the work covered in the class during the period of absence. Absences are excused in the event of a personal illness or family emergency; if there is proper documentation. In those instances, it is the student's responsibility to provide the proper documentation; as well as meet with the instructor to receive any missed assignment(s)/lectures/exams.

Please be aware that this classroom utilizes a door-locking system. If the student arrives after the door has been locked, the student may not be able to enter the classroom until the next designated time the door is opened. Late arrival does not guarantee immediate access to the classroom.

If the student anticipates being late, it is the student's responsibility to notify the instructor as soon as possible and provide a reason for the late arrival. However, notifying the instructor does not guarantee that the student will be permitted to enter the classroom immediately. Ultimately, it is each student's responsibility to plan accordingly and arrive to class on time every day. Consistent punctuality contributes to a productive, respectful, and successful learning experience for both the student and the class.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Jewelry Program Absence Policies and Professionalism:

Jewelry program absence policies in no way voids, modifies, or circumvents Paris Junior College Class Attendance policies.

1. Students are expected to attend all classes on a regular and punctual basis. Students are allowed one absence per eight-week flex term, additional absences can impact the student's grade/success.
2. Students must notify instructor via email (somori@parisjc.edu) by no later than 9:00 a.m. of the day being missed. An unexcused absence will be recorded if timely notification is not given.
3. Students with 3 unexcused absences are subject to failing the course.
4. Documented and justifiable absences may be excused. Examples of this would include memorial cards from a friend or family member's funeral, or a doctor's note/receipt from a care clinic in the case of illness of the student or a dependent.
5. Students should notify instructors before stepping out of class. Failure to do so may result in an unexcused absence.
6. Students are responsible for obtaining all notes, assignments and announcements covered during any class session they miss. The instructor will *not* provide individual make-up lectures or notes for missed classes.
7. A major part of attendance is participation, i.e. working on assigned projects. Students not participating may have an unexcused absence recorded and be removed from class for a time. This would apply to students sleeping in class, excessive talking while not working, activities on phones or watches, or any other activity keeping them or their classmates from being productive.
8. To maintain a productive learning environment, students should remain in their assigned classroom and avoid interrupting instruction or student work in other classrooms.
9. A lack of professionalism may also require the removal of a student from class. Some actions which would be considered unprofessional are: lack of respect given to the

instructor or other students, coarse or prejudicial language, misuse of class equipment, working on personal projects, inappropriate attire, wearing head phones or similar items. Students lacking professionalism may have an unexcused absence recorded and be removed from class for a time.

10. Students are expected to use the hallways quietly and respectfully. Running, loitering, disruptive behavior & inappropriate language are *not* permitted, as hallways are shared learning spaces.

Tests/Essays:

Test and/or Essays will be graded on the accuracy of the answers and content on a scale from 0 to 100. Test and/or Essays must be completed to pass the course. A final test/essay will be given at the end of each course. Dates for midterms and final tests will be listed on the course project schedules, will be listed in Blackboard, and/or will be announced in person verbally during class.

The Course Grade is compiled as follows:

Project Average:	70%
Workplace Ethics:	20%
Written Final:	10%
Final Course Grade:	100%

Grade Scale:	A: 90-100%
	B: 80-89%
	C: 70-79%
	D: 60-69%
	F: 0-59%
	X: Incomplete

Incomplete Course Work:

To qualify for an incomplete: the student must have **completed 75%** of the required projects by the end of the course. Incomplete course work must be completed by the end of the *next long semester*, or the grade of **X** will turn to an **F**.

Students with an incomplete are responsible for setting up a schedule with the instructor to complete the course work. The maximum allotted time to finish incomplete course work is **28 hours**.

If the student completes the required projects to a grade of "60" or better by the end of the scheduled allotted time, the student will then be assigned a course grade.

Friday Lab Time Requirements:

1. Friday morning lab time is designated for the completion of class projects. Students with excessive absences and tardiness will need instructor approval for lab time.
2. Friday lab time begins promptly at 8:00am, and classroom entrance is not guaranteed after 8:00am.
3. Students will be asked to leave if they are talking &/or distracting other students.

Safety:

1. There are certain elementary precautions that **MUST** be observed when working with sharp objects, machines/equipment or hot metals. Therefore, all items of clothing must be of at least 50% natural fibers. Shorts, halters, open toed shoes, sleeveless shirts, hats, sweatshirt hoods, and other clothing worn on the head are not permitted in classroom areas.
2. Cell phones and any other sound/video producing or recording device(s) may not be present nor used in the polishing rooms & casting areas.
3. Students must be trained and authorized by the instructor on each piece of equipment before use.
4. The student is expected to act in a manner that will not injure any other person or damage any components, tools, equipment, instructional aids, or reference material.
5. All oral and/or written safety rules and instructions must be followed.
6. Students are required to report any accident or safety violation to the instructor as soon as possible.
7. The Safety Data Sheet (SDS) manual is located in the office of AS 126
8. Safety glasses must be worn at all times when performing operations that might cause eye injury.

Security:

1. Security of the tools, supplies, and materials in the jewelry program at PJC is the responsibility of all participants. Any breach of security should be reported to an instructor immediately.
2. Students must enter and exit the classroom using the designated main entrance. Other entrances are to be used *only* in the event of an emergency.
3. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be used for personal projects or projects that are not part of an assignment approved by an instructor.
4. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be removed from the department.
5. Student access to storage rooms is prohibited except by express consent of instructor for each instance.
6. All locking cupboards containing tools, supplies, and materials are to be accessed by instructors only (whether locked or unlocked).
7. No student should handle or attempt to otherwise gather information from papers and other documents on instructor workbenches and office desk.
8. Photographs, videos, and audio recordings should not be made without permission of instructor and all parties involved.

PRECIOUS METALS (GOLD AND PLATINUM)**Class Procedures:**

Paris Junior College recognizes that certain inevitable losses of metal occur during sawing, filing and polishing activities that may or may not be subsequently recovered. Therefore, the school will accept a set percentage of metal loss for each project. Examples listed below:

1. 9% loss on pave'

2. 6% loss on bright cuts

3. 4% loss on all other projects

Losses over the set allowable percentage will be billed to students at the school's current metal price.

Broken Stones and melted or over-burred findings will have to be replaced by the student with request from the gold room at current prices. The original (ruined) findings are then the students' property and may be used by weight for credit against gold loss.

Students will collect their bench filings and place all bench filings in the plastic jar on their bench daily; bench filings are considered part of the allowable loss and are the property of the college.

Metal recovered from buffing machine filters, traps, floor sweeps, casting machine and crucibles, vacuum cleaner, etc. are part of the percentage loss factor and are property of the college.

Metal issued to the student remains the property of the college and it is the responsibility of the student to return it.

When working with gold, students may only use 14k cadmium-free solders. Students are not allowed to use gold other than that issued by TIJT. Students may not purchase their projects; students should instead document their work using the photo studio in the classroom to build a portfolio.

Any metal (including but not limited to projects, grain, stock, wire, buttons and shot) found in the classroom by a student must be turned in to the instructor immediately.

In the rare case of metal contamination, all the metal for that project will be returned to the gold room and new metal will be issued. The student is responsible for gold loss on both issues of metal as well as for the findings.

Students may ask to be issued metal for up to five projects at a time. This makes it extremely important that students keep the metal separated according to the projects, especially buttons and sprues after casting. It is the responsibility of the student to keep buttons and all other metal with the correct project envelopes.

Buttons and sprues must be returned to the gold room immediately after they have been removed from the castings. The weight of the button and sprues is recorded on the job envelope for credit to the student. It is not the gold room clerk's job to sort out switched/misplaced buttons.

Project envelopes used in the precious metals classroom are triple copy job envelopes designed and printed by Jewelers of America as they are used in our industry.

Metal weight, findings and stones issued to the student are recorded on the envelope; students sign the envelope to acknowledge that they received the metal, findings and stones. The contents of the envelope are then the responsibility of the student.

The top copy (original) is removed and stays in the gold room. The second copy stays on the envelope and in the student's possession. After casting and as soon as the button and sprues have been removed from the project, the student must return them to the gold room. The clerk will put the weight of the returned button and sprues on the copy (original) and on the students copy (attached to envelope).

After the project has been graded, the student will return the project, and all material issued with the project to the gold room for calculation of metal loss.

If the gold loss exceeds the allowable percentage for that project, Students will receive a Student Gold Loss Invoice that is due to be paid within 7 days. This is paid to the tool room clerk through the small window in the classroom Monday –Thursday 8am to 11am and 1pm to 4pm; they will receive two paid receipts; one must be given to the gold room clerk to verify that gold loss has been paid the other one is for students' records. Students will not be issued additional gold if unpaid gold loss exceeds \$40.00.

Abbreviation of documentation on job envelopes:

“I” is for issued “ R” is for returned “IF” is for issued finding “B” is for button
“NG” is for new gold “S” is for shot

Gold room Office Hours: 8:00 a.m. until 9:30 a.m. 2:30 p.m. until 5:00 p.m.

Recasting:

If a student needs to recast a project, they must first get the instructor's approval. The instructor will sign the back of the project envelope to indicate to the gold room clerk that a recast is approved. The student will then return all the original metal to the gold room clerk, it will be checked for quality, and then 10% new metal will be issued to the student for the new casting. This will ensure the karat and quality of the recast. It is best to submit a new metal request slip with the original project envelope to ensure the correct amount of metal is issued.

Project Grading/Boxes:

Students must deposit completed projects that are ready to be graded into the instructor's grade box. All other projects need to be deposited into the student's metal project box and placed on the vault cart at 4:15pm. Students that leave projects out overnight, or leave their project boxes at their bench overnight, will not be able to return to class until after the first break the next morning. Should this occur a second time, the student may not return to the classroom until after lunch. If the box or the projects are left out for the third time, the student

will be dismissed for the entire class day. The missed time will be recorded in the class roll as absences and will be reflected in the work ethics grade. Take care to only handle your own projects if you see another student has left out their work, please notify the instructor.

Students are not allowed to work on personal projects in the classroom at any time. Personal work can be confiscated by the instructor and held until the end of the semester. There should be no personal items stored in locked metal project boxes.

Projects are not allowed outside the classroom.

Personal Property and Accessories:

1. Toolboxes will be kept under the students' bench when not in use. These toolboxes will be picked up and placed on top of benches at the end of each day.
2. Walk areas and isles between the benches must be kept clear for other students and the instructor. This includes returning your chair under your bench when leaving your bench.
3. Purses, backpacks, satchels, book bags, etc. - should be kept neat. Neither PJC or faculty assumes any responsibility for loss of personal items or tools. The security of personal items and personal tools are the responsibility of the student.

Phone & Earbud Usage Policy:

With instructor permission - students may use their phones to listen to music, podcasts, or audiobooks while working independently at their designated bench. Only *one* earbud may be worn at a time, so students remain aware of announcements or emergencies. Phones may not be used for watching videos, visual content, or taking calls during class. If phone use becomes a distraction, interferes with instruction, &/or the students work – this privilege may be revoked.

Work Benches/Classroom Maintenance:

1. Each student's workspace and bench tops will be kept tidy each day.
2. Turn off each bench light & wax pen when not in use.
3. Each student is responsible for maintaining their bench and surrounding area. Any items on the floor will be picked up by the students at the end of each day and placed on top or inside of the student's bench.
4. At times designated by the instructor - *all* students are to participate in cleaning the classroom/workshop/lab areas.

Use of Classroom Tools and Equipment:

1. Classroom tools, equipment, teaching aids, etc. are property of Paris Junior College.
2. Students are individually responsible for the tools and equipment they use, are responsible for using them in a safe and cautious manner & are responsible for returning them to where they belong.
3. Using a piece of equipment that is not in good working order is prohibited and such conditions should be reported to an instructor.
4. Any special tools supplied by an instructor should be returned upon request or at the end of the day.
- 5.

Damage/Loss of Equipment or Other School Property:

Students may incur additional charges for damage to school property; including, but not limited to: Benches; bench lamps; chairs; hand tools; equipment; supplies, etc.

Dress Code:

In addition to proper dress for safety, the following requirements must be observed. These requirements are part of the overall work ethics:

1. Students without proper attire will be dismissed from class. This dismissal will have a negative effect on the student's grade for work ethics and will be recorded and reported as an unauthorized absence.
2. No hats of any kind are to be worn in the lab at any time.
3. Long hair should be tied back at all times.
4. Students are expected to practice proper personal hygiene and exercise cleanliness in all things while in the classrooms/workshops.
5. Dress and Grooming: Student's attire and grooming must not materially or substantially interfere with normal school operations.
6. Protective Clothing – Safety rules and the wearing of protective clothing and equipment, i.e., safety goggles, dust mask, full face shield, apron, gloves, etc., must be followed when working with equipment, chemicals, and specialty tools. Loose clothing can be a physical hazard when operating certain equipment.

Disrespect for Authority:

Failure to comply with instructions and directions of college officials and/or law enforcement officers acting in the performance of their duties; or any student who fails to heed a summons to report to an administrative official or instructor's office will not be condoned and subjects himself/herself to immediate disciplinary action from the college.

Use of Tobacco, Food, or Drink:

1. Smoking, vaping, or use of alcohol or drugs is not allowed in any classroom area. Tobacco in any form is not allowed.
2. Food is prohibited in the classrooms. Drinks must have a lid that closes and should be kept off the bench at all times.

Artificial intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher). You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made, students will be notified through *verbal discussion in person during class*, through *Blackboard*, and/or through the *students PJC email*.

Official Student Email Policy:

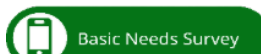
Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

Included is a link to the PJC IT Checklist, and I encourage you to work through it the first week of class: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

For computer or log in issues - please contact Tech Support at techsupport@parisjc.edu

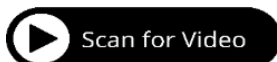
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



PROJECT SCHEDULE

JLRY 2335.10B0: August 24th- October 15th, 2026 (Flex A)
JLRY 2335.10C0: October 19th-December 10th, 2026 (Flex B)

Day 1	800-Chain Repair	Weave 4 chains (issued) together and solder. <u>(Inject waxes and invest to cast first 2-3 projects)</u>
Day 2	820- 9 Stone Pave	Cast one bronze square top ring and pave set 9- 3mm round stones. Bright cut the outer edge and milligrain. [9-3mm round]
Day 4	804- Laser Weld Screws	Tack, Weld and smooth the backs of two steel screws together.
Day 5	801-Six Prong Peg Head Solitaire	Cast one 14KY gold ring shank; attach 1-14KW gold 6 prong head (issued) , and set stone. [1-5.5mm czs]
Day 7	802-Wedding Set	Cast ring 802 (engagement ring) and 802A(wedding band) in 14KY gold. Fit and solder 14KW gold 4 prong peg head (issued) in engagement ring. Size up, set the stone, solder the set together. [1-5mm cz] <u>After 1st grading, re-tip 2 prongs and turn in for 2nd grade.</u>
Day 8	803-Three Stone Channel Ring	Cast one 14KY gold ring. Size down and channel set three stones. [1-3.5mm, 1- 3mm, 1-2.5mm cz]

Day 10	805-Freeform Ring	Cast one 14KY gold ring; attach 4-14KW gold 4 prong heads (issued) , size down and set stones. [1-3.5mm, 3-3mm czs]
Day 12	806-Bright cut setting	Cast one 14KY gold ring and size up. Bead set and bright cut five stones. [5-2mm cz]
Day 15	Test	

JLRY 2336.10B0/JLRY2336.10C0
Precious Metals II
Fall 2026

Instructor: Serina Omori

Office: AS 116

Phone: 903-782-0363

Email: somori@parisjc.edu

Office Hours: Monday through Thursday from 8:00 a.m. to 4:30 p.m.

Friday from 8:00 a.m. to 12:00 p.m. by appointment

Meeting Location: AS 117

Meeting Days: Monday through Thursday

Meeting Times: 8:00 a.m. to 4:30 p.m.

Course Description:

Continuation of Precious Metals I with a focus on productivity, incorporating precision elements such as mechanisms, fancy-shaped stone settings, and/or highly symmetric structures, with and introduction to working with platinum.

Required Textbook(s) and Materials:

Jeweler's Resource, ISBN 13: 978-0964355033

The Complete Metalsmith, ISBN13: 978-0871922403

Jewelry Metals, ISBN 13: 978-0979996221

The AJM Guide to Lost Wax Casting: ISBN 0-9713495-2-5

Diamond Setting, The Professional Approach: 978-0961354510

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Second Semester Jewelry Tool Kit

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Construct projects in gold and/or platinum alloys; assemble components such as: gold heads, shanks, mechanisms, and mountings; set round and fancy-shaped stones in heads and mountings; finish and polish projects to industry standards; describe the unique characteristics of platinum family metals; apply best practices when working with platinum.

Course Requirements and Evaluation:

To achieve a Certificate and/or an Associate Degree in Jewelry - a student must have accumulated a 2.0 grade point average (GPA). A grade of at least "D" (60%) is required for completion of all Jewelry Technology courses. To receive credit for a Jewelry course, students must complete all projects listed in the instructor's guide for that course. A grade of "D" (60%), or higher is required to complete a project in order to advance to the next project. Projects, that were graded lower than a "60" must be started over from the beginning. On occasions, the instructor may allow a project to be modified to a passing grade. Projects with modifications will be re-graded two times at maximum. If the project is not modified to a passing grade at this time, the project turns into a "redo". After performing the modification, the original integrity of the project must have been maintained. Dates and order of the projects may differ from the syllabus at the instructor's discretion.

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Please be aware that this classroom utilizes a door-locking system. If the student arrives after the door has been locked, the student may not be able to enter the classroom until the next designated time the door is opened. Late arrival does not guarantee immediate access to the classroom.

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working on personal projects, inappropriate attire, wearing head phones or similar items. Students lacking professionalism may have an unexcused absence recorded and be removed from class for a time.

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Tests/Essays:

Test and/or Essays will be graded on the accuracy of the answers and content on a scale from 0 to 100. Test and/or Essays must be completed to pass the course. A final test/essay will be given at the end of each course. Dates for midterms and final tests will be listed on the course project schedules, will be listed in Blackboard, and/or will be announced in person verbally during class.

The Course Grade is compiled as follows:

Project Average:	70%
Workplace Ethics:	20%
Written Final:	10%
Final Course Grade:	100%

Grade Scale:	A: 90-100%
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	F: 0-59%
	X: Incomplete

Incomplete Course Work:

To qualify for an incomplete: the student must have **completed 75%** of the required projects by the end of the course. Incomplete course work must be completed by the end of the *next long semester*, or the grade of **X** will turn to an **F**.

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If the student completes the required projects to a grade of "60" or better by the end of the scheduled allotted time, the student will then be assigned a course grade.

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1. Friday morning lab time is designated for the completion of class projects. Students with excessive absences and tardiness will need instructor approval for lab time.
2. Friday lab time begins promptly at 8:00am, and classroom entrance is not guaranteed after 8:00am.
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Safety:

1. There are certain elementary precautions that **MUST** be observed when working with sharp objects, machines/equipment or hot metals. Therefore, all items of clothing must be of at least 50% natural fibers. Shorts, halters, open toed shoes, sleeveless shirts, hats, sweatshirt hoods, and other clothing worn on the head are not permitted in classroom areas.
2. Cell phones and any other sound/video producing or recording device(s) may not be present nor used in the polishing rooms & casting areas.
3. Students must be trained and authorized by the instructor on each piece of equipment before use.
4. The student is expected to act in a manner that will not injure any other person or damage any components, tools, equipment, instructional aids, or reference material.
5. All oral and/or written safety rules and instructions must be followed.
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7. The Safety Data Sheet (SDS) manual is located in the office of AS 126
8. Safety glasses must be worn at all times when performing operations that might cause eye injury.

Security:

1. Security of the tools, supplies, and materials in the jewelry program at PJC is the responsibility of all participants. Any breach of security should be reported to an instructor immediately.
2. Students must enter and exit the classroom using the designated main entrance. Other entrances are to be used *only* in the event of an emergency.
3. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be used for personal projects or projects that are not part of an assignment approved by an instructor.
4. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be removed from the department.
5. Student access to storage rooms is prohibited except by express consent of instructor for each instance.
6. All locking cupboards containing tools, supplies, and materials are to be accessed by instructors only (whether locked or unlocked).
7. No student should handle or attempt to otherwise gather information from papers and other documents on instructor workbenches and office desk.
8. Photographs, videos, and audio recordings should not be made without permission of instructor and all parties involved.

PRECIOUS METALS (GOLD AND PLATINUM)

Class Procedures:

Paris Junior College recognizes that certain inevitable losses of metal occur during sawing, filing and polishing activities that may or may not be subsequently recovered. Therefore, the school will accept a set percentage of metal loss for each project. Examples listed below:

1. 9% loss on pave'
2. 6% loss on bright cuts

3. 4% loss on all other projects

Losses over the set allowable percentage will be billed to students at the school's current metal price.

Broken Stones and melted or over-burred findings will have to be replaced by the student with request from the gold room at current prices. The original (ruined) findings are then the students' property and may be used by weight for credit against gold loss.

Students will collect their bench filings and place all bench filings in the plastic jar on their bench daily; bench filings are considered part of the allowable loss and are the property of the college.

Metal recovered from buffing machine filters, traps, floor sweeps, casting machine and crucibles, vacuum cleaner, etc. are part of the percentage loss factor and are property of the college.

Metal issued to the student remains the property of the college and it is the responsibility of the student to return it.

When working with gold, students may only use 14k cadmium-free solders. Students are not allowed to use gold other than that issued by TIJT. Students may not purchase their projects; students should instead document their work using the photo studio in the classroom to build a portfolio.

Any metal (including but not limited to projects, grain, stock, wire, buttons and shot) found in the classroom by a student must be turned in to the instructor immediately.

In the rare case of metal contamination, all the metal for that project will be returned to the gold room and new metal will be issued. The student is responsible for gold loss on both issues of metal as well as for the findings.

Students may ask to be issued metal for up to five projects at a time. This makes it extremely important that students keep the metal separated according to the projects, especially buttons and sprues after casting. It is the responsibility of the student to keep buttons and all other metal with the correct project envelopes.

Buttons and sprues must be returned to the gold room immediately after they have been removed from the castings. The weight of the button and sprues is recorded on the job envelope for credit to the student. It is not the gold room clerk's job to sort out switched/misplaced buttons.

Project envelopes used in the precious metals classroom are triple copy job envelopes designed and printed by Jewelers of America as they are used in our industry.

Metal weight, findings and stones issued to the student are recorded on the envelope; students sign the envelope to acknowledge that they received the metal, findings and stones. The contents of the envelope are then the responsibility of the student.

The top copy (original) is removed and stays in the gold room. The second copy stays on the envelope and in the student's possession. After casting and as soon as the button and sprues have been removed from the project, the student must return them to the gold room. The clerk will put the weight of the returned button and sprues on the copy (original) and on the students copy (attached to envelope).

After the project has been graded, the student will return the project, and all material issued with the project to the gold room for calculation of metal loss.

If the gold loss exceeds the allowable percentage for that project, Students will receive a Student Gold Loss Invoice that is due to be paid within 7 days. This is paid to the tool room clerk through the small window in the classroom Monday –Thursday 8am to 11am and 1pm to 4pm; they will receive two paid receipts; one must be given to the gold room clerk to verify that gold loss has been paid the other one is for students' records. Students will not be issued additional gold if unpaid gold loss exceeds \$40.00.

Abbreviation of documentation on job envelopes:

“I” is for issued “ R” is for returned “IF” is for issued finding “B” is for button
“NG” is for new gold “S” is for shot

Gold room Office Hours: 8:00 a.m. until 9:30 a.m. 2:30 p.m. until 5:00 p.m.

Recasting:

If a student needs to recast a project, they must first get the instructor's approval. The instructor will sign the back of the project envelope to indicate to the gold room clerk that a recast is approved. The student will then return all the original metal to the gold room clerk, it will be checked for quality, and then 10% new metal will be issued to the student for the new casting. This will ensure the karat and quality of the recast. It is best to submit a new metal request slip with the original project envelope to ensure the correct amount of metal is issued.

Project Grading/Boxes:

Students must deposit completed projects that are ready to be graded into the instructor's grade box. All other projects need to be deposited into the student's metal project box and placed on the vault cart at 4:15pm. Students that leave projects out overnight, or leave their project boxes at their bench overnight, will not be able to return to class until after the first break the next morning. Should this occur a second time, the student may not return to the classroom until after lunch. If the box or the projects are left out for the third time, the student

will be dismissed for the entire class day. The missed time will be recorded in the class roll as absences and will be reflected in the work ethics grade. Take care to only handle your own projects if you see another student has left out their work, please notify the instructor.

Students are not allowed to work on personal projects in the classroom at any time. Personal work can be confiscated by the instructor and held until the end of the semester. There should be no personal items stored in locked metal project boxes.

Projects are not allowed outside the classroom.

Personal Property and Accessories:

1. Toolboxes will be kept under the students' bench when not in use. These toolboxes will be picked up and placed on top of benches at the end of each day.
2. Walk areas and isles between the benches must be kept clear for other students and the instructor. This includes returning your chair under your bench when leaving your bench.
3. Purses, backpacks, satchels, book bags, etc. - should be kept neat. Neither PJC or faculty assumes any responsibility for loss of personal items or tools. The security of personal items and personal tools are the responsibility of the student.

Phone & Earbud Usage Policy:

With instructor permission - students may use their phones to listen to music, podcasts, or audiobooks while working independently at their designated bench. Only *one* earbud may be worn at a time, so students remain aware of announcements or emergencies. Phones may not be used for watching videos, visual content, or taking calls during class. If phone use becomes a distraction, interferes with instruction, &/or the students work – this privilege may be revoked.

Work Benches/Classroom Maintenance:

1. Each student's workspace and bench tops will be kept tidy each day.
2. Turn off each bench light & wax pen when not in use.
3. Each student is responsible for maintaining their bench and surrounding area. Any items on the floor will be picked up by the students at the end of each day and placed on top or inside of the student's bench.
4. At times designated by the instructor - *all* students are to participate in cleaning the classroom/workshop/lab areas.

Use of Classroom Tools and Equipment:

1. Classroom tools, equipment, teaching aids, etc. are property of Paris Junior College.
2. Students are individually responsible for the tools and equipment they use, are responsible for using them in a safe and cautious manner & are responsible for returning them to where they belong.
3. Using a piece of equipment that is not in good working order is prohibited and such conditions should be reported to an instructor.
4. Any special tools supplied by an instructor should be returned upon request or at the end of the day.
- 5.

Damage/Loss of Equipment or Other School Property:

Students may incur additional charges for damage to school property; including, but not limited to: Benches; bench lamps; chairs; hand tools; equipment; supplies, etc.

Dress Code:

In addition to proper dress for safety, the following requirements must be observed. These requirements are part of the overall work ethics:

1. Students without proper attire will be dismissed from class. This dismissal will have a negative effect on the student's grade for work ethics and will be recorded and reported as an unauthorized absence.
2. No hats of any kind are to be worn in the lab at any time.
3. Long hair should be tied back at all times.
4. Students are expected to practice proper personal hygiene and exercise cleanliness in all things while in the classrooms/workshops.
5. Dress and Grooming: Student's attire and grooming must not materially or substantially interfere with normal school operations.
6. Protective Clothing – Safety rules and the wearing of protective clothing and equipment, i.e., safety goggles, dust mask, full face shield, apron, gloves, etc., must be followed when working with equipment, chemicals, and specialty tools. Loose clothing can be a physical hazard when operating certain equipment.

Disrespect for Authority:

Failure to comply with instructions and directions of college officials and/or law enforcement officers acting in the performance of their duties; or any student who fails to heed a summons to report to an administrative official or instructor's office will not be condoned and subjects himself/herself to immediate disciplinary action from the college.

Use of Tobacco, Food, or Drink:

1. Smoking, vaping, or use of alcohol or drugs is not allowed in any classroom area. Tobacco in any form is not allowed.
2. Food is prohibited in the classrooms. Drinks must have a lid that closes and should be kept off the bench at all times.

Artificial intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher). You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made, students will be notified through *verbal discussion in person during class*, through *Blackboard*, and/or through the *students PJC email*.

Official Student Email Policy:

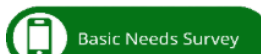
Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

Included is a link to the PJC IT Checklist, and I encourage you to work through it the first week of class: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

For computer or log in issues - please contact Tech Support at techsupport@parisjc.edu

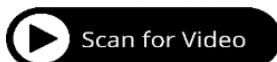
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



PROJECT SCHEDULE

JLRY 2336.10B0: August 24th- October 15th, 2026 (Flex A)
JLRY 2336.10C0: October 19th-December 10th, 2026 (Flex B)

Day 1	810-Five Stone Channel Ring	Cast one 14KY gold ring. Size up, set 5 stones. [5-2.5mm czs]
Day 3	808-Three Stone Baguette Rings	Cast 2-14KY gold rings (808). Size up one ring, set 3 straight baguettes in each ring. [6-3x2mm czs]
Day 5	811-Hollow Ball Earrings	Solder 14KY posts to 14KY hollow domes, both (issued).
Day 6	812-Marquise/Baguette Wedding Set	Cast one 14KY gold engagement ring (812), and one 14KY gold wedding ring (812A). Size down, set stones and solder rings together. [1-10x5mm, 2-4 x 1.5 x 1mm, 2-4.5 x 2.5 x 1.5mm]
Day 9	813- Oval Bezel/Flush set Ring	Cast one 14KY gold ring. Bezel set oval stone, flush set 2 round stones on each side of oval stone. [1-8x6mm, 2-3mm]
Day 11	814-Princess Cut Solitaire Ring	Cast one 14KW gold “V” prong princess head, cast one 14KW ½ round shank. Assemble, size down and set stone. [1-4x4mm]

Day 13	815-Platinum Band	Cut platinum band (issued) in three places: weld one joint, and solder two joints with different temperature solders. Or fabricate a band from ½ round stock issued. Must have one weld and two solder joints.
Day 14	Lecture/Assignment	Take in Procedures
Day 15	Test	

JLRY 2338.10B0/JLRY2338.10C0
Precious Metals IV
Fall 2026

Instructor: Serina Omori

Office: AS 116

Phone: 903-782-0363

Email: somori@parisjc.edu

Office Hours: Monday through Thursday from 8:00 a.m. to 4:30 p.m.

Friday from 8:00 a.m. to 12:00 p.m. by appointment

Meeting Location: AS 117

Meeting Days: Monday through Thursday

Meeting Times: 8:00 a.m. to 4:30 p.m.

Course Description:

Continuation of Precious Metals III with emphasis on shop practices and bench techniques promoting speed, quality, and employability.

Required Textbook(s) and Materials:

Jeweler's Resource, ISBN 13: 978-0964355033

The Complete Metalsmith, ISBN13: 978-0871922403

Jewelry Metals, ISBN 13: 978-0979996221

The AJM Guide to Lost Wax Casting: ISBN 0-9713495-2-5

Diamond Setting, The Professional Approach: 978-0961354510

First Semester Jewelry Tool Kit

Second Semester Jewelry Tool Kit

All Handouts, PowerPoints, & Videos are posted on Blackboard for the student's convenience

Course Goals and Objectives:

Cast/fabricate, set, and finish all projects in precious metals, including casting of wax and/or resin models, assembly of findings, stone setting, and advanced fabrication; build a portfolio and prepare an industry-specific resume.

Course Requirements and Evaluation:

To achieve a Certificate and/or an Associate Degree in Jewelry - a student must have accumulated a 2.0 grade point average (GPA). A grade of at least "D" (60%) is required for completion of all Jewelry Technology courses. To receive credit for a Jewelry course, students must complete all projects listed in the instructor's guide for that course. A grade of "D" (60%), or higher is required to complete a project in order to advance to the next project. Projects, that were graded lower than a "60" must be started over from the beginning. On occasions, the instructor may allow a project to be modified to a passing grade. Projects with modifications will be re-graded two times at maximum. If the project is not modified to a passing grade at this time, the project turns into a "redo". After performing the modification, the original integrity of the project must have been maintained. Dates and order of the projects may differ from the syllabus at the instructor's discretion.

Required Activity:

As part of this course, *all students* are required to complete the following mandatory training:

- I. Alcohol & Other Drugs
- II. Sexual Assault Prevention for Community College Students
- III. Mental Well-Being for Students

Students are responsible for completing all assigned training by the designated deadline. Students will receive the links for mandatory training in their student email. Proof of completion must be provided to the instructor to receive credit for this requirement. Failure to complete the training and/or provide verification of completion may result in the student not receiving a grade for this portion of the course.

Course Policies:

This is in no way intended to void, modify, or circumvent any of the policies and/or procedures contained in the Student Handbook and events calendar; but rather, is intended to define and emphasize certain of these policies as they apply to the Jewelry students.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated *by the student*.

Students are expected to arrive on time and are expected to be properly prepared to engage appropriately with course content. The student's active participation in classroom discussions, activities, and projects is an essential and critical part of the course.

Class attendance, whether in-person or virtual, is required and expected for successful class performance.

An absence for any reason does not relieve a student of responsibility for any part of the work covered in the class during the period of absence. Absences are excused in the event of a personal illness or family emergency; if there is proper documentation. In those instances, it is the student's responsibility to provide the proper documentation; as well as meet with the instructor to receive any missed assignment(s)/lectures/exams.

Please be aware that this classroom utilizes a door-locking system. If the student arrives after the door has been locked, the student may not be able to enter the classroom until the next designated time the door is opened. Late arrival does not guarantee immediate access to the classroom.

If the student anticipates being late, it is the student's responsibility to notify the instructor as soon as possible and provide a reason for the late arrival. However, notifying the instructor does not guarantee that the student will be permitted to enter the classroom immediately. Ultimately, it is each student's responsibility to plan accordingly and arrive to class on time every day. Consistent punctuality contributes to a productive, respectful, and successful learning experience for both the student and the class.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the

classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Jewelry Program Absence Policies and Professionalism:

Jewelry program absence policies in no way voids, modifies, or circumvents Paris Junior College Class Attendance policies.

1. Students are expected to attend all classes on a regular and punctual basis. Students are allowed one absence per eight-week flex term, additional absences can impact the student's grade/success.
2. Students must notify instructor via email (somori@parisjc.edu) by no later than 9:00 a.m. of the day being missed. An unexcused absence will be recorded if timely notification is not given.
3. Students with 3 unexcused absences are subject to failing the course.
4. Documented and justifiable absences may be excused. Examples of this would include memorial cards from a friend or family member's funeral, or a doctor's note/receipt from a care clinic in the case of illness of the student or a dependent.
5. Students should notify instructors before stepping out of class. Failure to do so may result in an unexcused absence.
6. Students are responsible for obtaining all notes, assignments and announcements covered during any class session they miss. The instructor will *not* provide individual make-up lectures or notes for missed classes.
7. A major part of attendance is participation, i.e. working on assigned projects. Students not participating may have an unexcused absence recorded and be removed from class for a time. This would apply to students sleeping in class, excessive talking while not working, activities on phones or watches, or any other activity keeping them or their classmates from being productive.
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items. Students lacking professionalism may have an unexcused absence recorded and be removed from class for a time.

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1. There are certain elementary precautions that **MUST** be observed when working with sharp objects, machines/equipment or hot metals. Therefore, all items of clothing must be of at least 50% natural fibers. Shorts, halters, open toed shoes, sleeveless shirts, hats, sweatshirt hoods, and other clothing worn on the head are not permitted in classroom areas.
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Metal recovered from buffing machine filters, traps, floor sweeps, casting machine and crucibles, vacuum cleaner, etc. are part of the percentage loss factor and are property of the college.

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When working with gold, students may only use 14k cadmium-free solders. Students are not allowed to use gold other than that issued by TIJT. Students may not purchase their projects; students should instead document their work using the photo studio in the classroom to build a portfolio.

Any metal (including but not limited to projects, grain, stock, wire, buttons and shot) found in the classroom by a student must be turned in to the instructor immediately.

In the rare case of metal contamination, all the metal for that project will be returned to the gold room and new metal will be issued. The student is responsible for gold loss on both issues of metal as well as for the findings.

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Project envelopes used in the precious metals classroom are triple copy job envelopes designed and printed by Jewelers of America as they are used in our industry.

Metal weight, findings and stones issued to the student are recorded on the envelope; students sign the envelope to acknowledge that they received the metal, findings and stones. The contents of the envelope are then the responsibility of the student.

The top copy (original) is removed and stays in the gold room. The second copy stays on the envelope and in the student's possession. After casting and as soon as the button and sprues have been removed from the project, the student must return them to the gold room. The clerk will put the weight of the returned button and sprues on the copy (original) and on the student's copy (attached to envelope).

After the project has been graded, the student will return the project, and all material issued with the project to the gold room for calculation of metal loss.

If the gold loss exceeds the allowable percentage for that project, Students will receive a Student Gold Loss Invoice that is due to be paid within 7 days. This is paid to the tool room clerk through the small window in the classroom Monday –Thursday 8am to 11am and 1pm to 4pm; they will receive two paid receipts; one must be given to the gold room clerk to verify that gold loss has been paid the other one is for students' records. Students will not be issued additional gold if unpaid gold loss exceeds \$40.00.

Abbreviation of documentation on job envelopes:

“I” is for issued “ R” is for returned “IF” is for issued finding “B” is for button
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Gold room Office Hours: 8:00 a.m. until 9:30 a.m. 2:30 p.m. until 5:00 p.m.

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will be dismissed for the entire class day. The missed time will be recorded in the class roll as absences and will be reflected in the work ethics grade. Take care to only handle your own projects if you see another student has left out their work, please notify the instructor.

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1. Toolboxes will be kept under the students' bench when not in use. These toolboxes will be picked up and placed on top of benches at the end of each day.
2. Walk areas and isles between the benches must be kept clear for other students and the instructor. This includes returning your chair under your bench when leaving your bench.
3. Purses, backpacks, satchels, book bags, etc. - should be kept neat. Neither PJC or faculty assumes any responsibility for loss of personal items or tools. The security of personal items and personal tools are the responsibility of the student.

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1. Each student's workspace and bench tops will be kept tidy each day.
2. Turn off each bench light & wax pen when not in use.
3. Each student is responsible for maintaining their bench and surrounding area. Any items on the floor will be picked up by the students at the end of each day and placed on top or inside of the student's bench.
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3. Using a piece of equipment that is not in good working order is prohibited and such conditions should be reported to an instructor.
4. Any special tools supplied by an instructor should be returned upon request or at the end of the day.
- 5.

Damage/Loss of Equipment or Other School Property:

Students may incur additional charges for damage to school property; including, but not limited to: Benches; bench lamps; chairs; hand tools; equipment; supplies, etc.

Dress Code:

In addition to proper dress for safety, the following requirements must be observed. These requirements are part of the overall work ethics:

1. Students without proper attire will be dismissed from class. This dismissal will have a negative effect on the student's grade for work ethics and will be recorded and reported as an unauthorized absence.
2. No hats of any kind are to be worn in the lab at any time.
3. Long hair should be tied back at all times.
4. Students are expected to practice proper personal hygiene and exercise cleanliness in all things while in the classrooms/workshops.
5. Dress and Grooming: Student's attire and grooming must not materially or substantially interfere with normal school operations.
6. Protective Clothing – Safety rules and the wearing of protective clothing and equipment, i.e., safety goggles, dust mask, full face shield, apron, gloves, etc., must be followed when working with equipment, chemicals, and specialty tools. Loose clothing can be a physical hazard when operating certain equipment.

Disrespect for Authority:

Failure to comply with instructions and directions of college officials and/or law enforcement officers acting in the performance of their duties; or any student who fails to heed a summons to report to an administrative official or instructor's office will not be condoned and subjects himself/herself to immediate disciplinary action from the college.

Use of Tobacco, Food, or Drink:

1. Smoking, vaping, or use of alcohol or drugs is not allowed in any classroom area. Tobacco in any form is not allowed.
2. Food is prohibited in the classrooms. Drinks must have a lid that closes and should be kept off the bench at all times.

Artificial intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher). You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made, students will be notified through *verbal discussion in person during class*, through *Blackboard*, and/or through the *students PJC email*.

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

Included is a link to the PJC IT Checklist, and I encourage you to work through it the first week of class: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

For computer or log in issues - please contact Tech Support at techsupport@parisjc.edu

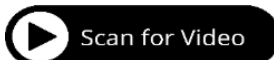
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



PROJECT SCHEDULE

JLRY 2338.10B0: August 24th- October 15th, 2026 (Flex A)

JLRY 2338.10C0: October 19th-December 10th, 2026 (Flex B)

Day 1	825-Buttercup Earrings	Set stones in 14KY earrings (issued). [2-2.5mm czs]
Day 2	826-Emerald Cut Ring	Cast one 14KY ring and set stones. [1-10x8mm, 24-1.5mm]
Day 5-11	Capstone Test	Directions given in class
Day 12	827- Hand carved Wax Ring	Lay out, carve and finish a hand carved wax model as specified on assigned design. <u>This project can be cast with silver casting grain purchased from the tool room.</u>

JLRY 2338.10B0/JLRY2338.10C0
Precious Metals IV
Fall 2026

Instructor: Serina Omori

Office: AS 116

Phone: 903-782-0363

Email: somori@parisjc.edu

Office Hours: Monday through Thursday from 8:00 a.m. to 4:30 p.m.

Friday from 8:00 a.m. to 12:00 p.m. by appointment

Meeting Location: AS 117

Meeting Days: Monday through Thursday

Meeting Times: 8:00 a.m. to 4:30 p.m.

Course Description:

Continuation of Precious Metals III with emphasis on shop practices and bench techniques promoting speed, quality, and employability.

Required Textbook(s) and Materials:

Jeweler's Resource, ISBN 13: 978-0964355033

The Complete Metalsmith, ISBN13: 978-0871922403

Jewelry Metals, ISBN 13: 978-0979996221

The AJM Guide to Lost Wax Casting: ISBN 0-9713495-2-5

Diamond Setting, The Professional Approach: 978-0961354510

First Semester Jewelry Tool Kit

Second Semester Jewelry Tool Kit

All Handouts, PowerPoints, & Videos are posted on Blackboard for the student's convenience

Course Goals and Objectives:

Cast/fabricate, set, and finish all projects in precious metals, including casting of wax and/or resin models, assembly of findings, stone setting, and advanced fabrication; build a portfolio and prepare an industry-specific resume.

Course Requirements and Evaluation:

To achieve a Certificate and/or an Associate Degree in Jewelry - a student must have accumulated a 2.0 grade point average (GPA). A grade of at least "D" (60%) is required for completion of all Jewelry Technology courses. To receive credit for a Jewelry course, students must complete all projects listed in the instructor's guide for that course. A grade of "D" (60%), or higher is required to complete a project in order to advance to the next project. Projects, that were graded lower than a "60" must be started over from the beginning. On occasions, the instructor may allow a project to be modified to a passing grade. Projects with modifications will be re-graded two times at maximum. If the project is not modified to a passing grade at this time, the project turns into a "redo". After performing the modification, the original integrity of the project must have been maintained. Dates and order of the projects may differ from the syllabus at the instructor's discretion.

Required Activity:

As part of this course, *all students* are required to complete the following mandatory training:

- I. Alcohol & Other Drugs
- II. Sexual Assault Prevention for Community College Students
- III. Mental Well-Being for Students

Students are responsible for completing all assigned training by the designated deadline. Students will receive the links for mandatory training in their student email. Proof of completion must be provided to the instructor to receive credit for this requirement. Failure to complete the training and/or provide verification of completion may result in the student not receiving a grade for this portion of the course.

Course Policies:

This is in no way intended to void, modify, or circumvent any of the policies and/or procedures contained in the Student Handbook and events calendar; but rather, is intended to define and emphasize certain of these policies as they apply to the Jewelry students.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated *by the student*.

Students are expected to arrive on time and are expected to be properly prepared to engage appropriately with course content. The student's active participation in classroom discussions, activities, and projects is an essential and critical part of the course.

Class attendance, whether in-person or virtual, is required and expected for successful class performance.

An absence for any reason does not relieve a student of responsibility for any part of the work covered in the class during the period of absence. Absences are excused in the event of a personal illness or family emergency; if there is proper documentation. In those instances, it is the student's responsibility to provide the proper documentation; as well as meet with the instructor to receive any missed assignment(s)/lectures/exams.

Please be aware that this classroom utilizes a door-locking system. If the student arrives after the door has been locked, the student may not be able to enter the classroom until the next designated time the door is opened. Late arrival does not guarantee immediate access to the classroom.

If the student anticipates being late, it is the student's responsibility to notify the instructor as soon as possible and provide a reason for the late arrival. However, notifying the instructor does not guarantee that the student will be permitted to enter the classroom immediately. Ultimately, it is each student's responsibility to plan accordingly and arrive to class on time every day. Consistent punctuality contributes to a productive, respectful, and successful learning experience for both the student and the class.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the

classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Jewelry Program Absence Policies and Professionalism:

Jewelry program absence policies in no way voids, modifies, or circumvents Paris Junior College Class Attendance policies.

1. Students are expected to attend all classes on a regular and punctual basis. Students are allowed one absence per eight-week flex term, additional absences can impact the student's grade/success.
2. Students must notify instructor via email (somori@parisjc.edu) by no later than 9:00 a.m. of the day being missed. An unexcused absence will be recorded if timely notification is not given.
3. Students with 3 unexcused absences are subject to failing the course.
4. Documented and justifiable absences may be excused. Examples of this would include memorial cards from a friend or family member's funeral, or a doctor's note/receipt from a care clinic in the case of illness of the student or a dependent.
5. Students should notify instructors before stepping out of class. Failure to do so may result in an unexcused absence.
6. Students are responsible for obtaining all notes, assignments and announcements covered during any class session they miss. The instructor will *not* provide individual make-up lectures or notes for missed classes.
7. A major part of attendance is participation, i.e. working on assigned projects. Students not participating may have an unexcused absence recorded and be removed from class for a time. This would apply to students sleeping in class, excessive talking while not working, activities on phones or watches, or any other activity keeping them or their classmates from being productive.
8. To maintain a productive learning environment, students should remain in their assigned classroom and avoid interrupting instruction or student work in other classrooms.
9. A lack of professionalism may also require the removal of a student from class. Some actions which would be considered unprofessional are: lack of respect given to the instructor or other students, coarse or prejudicial language, misuse of class equipment, working on personal projects, inappropriate attire, wearing head phones or similar

items. Students lacking professionalism may have an unexcused absence recorded and be removed from class for a time.

10. Students are expected to use the hallways quietly and respectfully. Running, loitering, disruptive behavior & inappropriate language are *not* permitted, as hallways are shared learning spaces.

Tests/Essays:

Test and/or Essays will be graded on the accuracy of the answers and content on a scale from 0 to 100. Test and/or Essays must be completed to pass the course. A final test/essay will be given at the end of each course. Dates for midterms and final tests will be listed on the course project schedules, will be listed in Blackboard, and/or will be announced in person verbally during class.

The Course Grade is compiled as follows:

Project Average:	70%
Workplace Ethics:	20%
Written Final:	10%
Final Course Grade:	100%

Grade Scale:	A: 90-100%
	B: 80-89%
	C: 70-79%
	D: 60-69%
	F: 0-59%
	X: Incomplete

Incomplete Course Work:

To qualify for an incomplete: the student must have **completed 75%** of the required projects by the end of the course. Incomplete course work must be completed by the end of the *next long semester*, or the grade of **X** will turn to an **F**.

Students with an incomplete are responsible for setting up a schedule with the instructor to complete the course work. The maximum allotted time to finish incomplete course work is **28 hours**.

If the student completes the required projects to a grade of "60" or better by the end of the scheduled allotted time, the student will then be assigned a course grade.

Friday Lab Time Requirements:

1. Friday morning lab time is designated for the completion of class projects. Students with excessive absences and tardiness will need instructor approval for lab time.
2. Friday lab time begins promptly at 8:00am, and classroom entrance is not guaranteed after 8:00am.
3. Students will be asked to leave if they are talking &/or distracting other students.

Safety:

1. There are certain elementary precautions that **MUST** be observed when working with sharp objects, machines/equipment or hot metals. Therefore, all items of clothing must be of at least 50% natural fibers. Shorts, halters, open toed shoes, sleeveless shirts, hats, sweatshirt hoods, and other clothing worn on the head are not permitted in classroom areas.
2. Cell phones and any other sound/video producing or recording device(s) may not be present nor used in the polishing rooms & casting areas.
3. Students must be trained and authorized by the instructor on each piece of equipment before use.
4. The student is expected to act in a manner that will not injure any other person or damage any components, tools, equipment, instructional aids, or reference material.
5. All oral and/or written safety rules and instructions must be followed.
6. Students are required to report any accident or safety violation to the instructor as soon as possible.
7. The Safety Data Sheet (SDS) manual is located in the office of AS 126
8. Safety glasses must be worn at all times when performing operations that might cause eye injury.

Security:

1. Security of the tools, supplies, and materials in the jewelry program at PJC is the responsibility of all participants. Any breach of security should be reported to an instructor immediately.
2. Students must enter and exit the classroom using the designated main entrance. Other entrances are to be used *only* in the event of an emergency.
3. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be used for personal projects or projects that are not part of an assignment approved by an instructor.
4. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be removed from the department.
5. Student access to storage rooms is prohibited except by express consent of instructor for each instance.
6. All locking cupboards containing tools, supplies, and materials are to be accessed by instructors only (whether locked or unlocked).
7. No student should handle or attempt to otherwise gather information from papers and other documents on instructor workbenches and office desk.
8. Photographs, videos, and audio recordings should not be made without permission of instructor and all parties involved.

PRECIOUS METALS (GOLD AND PLATINUM)

Class Procedures:

Paris Junior College recognizes that certain inevitable losses of metal occur during sawing, filing and polishing activities that may or may not be subsequently recovered. Therefore, the school will accept a set percentage of metal loss for each project. Examples listed below:

1. 9% loss on pave'
2. 6% loss on bright cuts

3. 4% loss on all other projects

Losses over the set allowable percentage will be billed to students at the school's current metal price.

Broken Stones and melted or over-burred findings will have to be replaced by the student with request from the gold room at current prices. The original (ruined) findings are then the students' property and may be used by weight for credit against gold loss.

Students will collect their bench filings and place all bench filings in the plastic jar on their bench daily; bench filings are considered part of the allowable loss and are the property of the college.

Metal recovered from buffing machine filters, traps, floor sweeps, casting machine and crucibles, vacuum cleaner, etc. are part of the percentage loss factor and are property of the college.

Metal issued to the student remains the property of the college and it is the responsibility of the student to return it.

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4. Students are expected to practice proper personal hygiene and exercise cleanliness in all things while in the classrooms/workshops.
5. Dress and Grooming: Student's attire and grooming must not materially or substantially interfere with normal school operations.
6. Protective Clothing – Safety rules and the wearing of protective clothing and equipment, i.e., safety goggles, dust mask, full face shield, apron, gloves, etc., must be followed when working with equipment, chemicals, and specialty tools. Loose clothing can be a physical hazard when operating certain equipment.

Disrespect for Authority:

Failure to comply with instructions and directions of college officials and/or law enforcement officers acting in the performance of their duties; or any student who fails to heed a summons to report to an administrative official or instructor's office will not be condoned and subjects himself/herself to immediate disciplinary action from the college.

Use of Tobacco, Food, or Drink:

1. Smoking, vaping, or use of alcohol or drugs is not allowed in any classroom area. Tobacco in any form is not allowed.
2. Food is prohibited in the classrooms. Drinks must have a lid that closes and should be kept off the bench at all times.

Artificial intelligence (AI):

AI tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher). You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change:

This syllabus is subject to change at any time. When changes are made, students will be notified through *verbal discussion in person during class*, through *Blackboard*, and/or through the *students PJC email*.

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Tech Support:

Included is a link to the PJC IT Checklist, and I encourage you to work through it the first week of class: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

For computer or log in issues - please contact Tech Support at techsupport@parisjc.edu

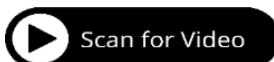
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



PROJECT SCHEDULE

JLRY 2338.10B0: August 24th- October 15th, 2026 (Flex A)

JLRY 2338.10C0: October 19th-December 10th, 2026 (Flex B)

Day 1	825-Buttercup Earrings	Set stones in 14KY earrings (issued). [2-2.5mm czs]
Day 2	826-Emerald Cut Ring	Cast one 14KY ring and set stones. [1-10x8mm, 24-1.5mm]
Day 5-11	Capstone Test	Directions given in class
Day 12	827- Hand carved Wax Ring	Lay out, carve and finish a hand carved wax model as specified on assigned design. <u>This project can be cast with silver casting grain purchased from the tool room.</u>

English IV Dual Credit
ENGL1301 Section 790
(Fall 2026)

Instructor: Barbara McGill
Office: PHS Room 2411
Phone: (903) 737-7400
Email: bmcgill@parisjc.edu

Meeting Location: PHS Room 2411
Meeting Days: M-F
Meeting Times: 1st, 2nd, and 5th periods

ENGL Courses Requirements/Guidelines: ENGL 1301

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Textbooks:

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase. For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

☐ Fall Main: Flex 1 Term: 9/10/2026

Kirszner, Laurie G. and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 16th ed. Bedford/St. Martin's, 2024, ISBN: 9781319411817

Novel of instructor's choice – Instructor may require physical copies of the novels, may allow e-books, and/or may provide links to free copies from open source.

Focus:

Nonfiction essays/readings, modes of writing, MLA documentation, and fictional novel

Required Assignments:

*Minimum of 5 full essays, various modes

*Documented essay (**using MLA documentation** and applying the assessment rubric)—at least 1 of the 5 essays

*Final exam exemptions

- students with 4 or fewer absences and an essay average of 80 or higher **may** be exempted from the final exam;
- remaining students will write a 5th essay at the time of the final and the grade will replace the lowest essay grade of the first 4 essays;
- the 5th essay grade will also count as the final exam grade;
- averages for exempted students will not include a final exam grade

- the exemption is not mandatory; students may choose to write the 5th essay LAB (in Blackboard)—instructor's choice of grade value;
- must fall in 15%-25% range of entire course grade;
- automatic grading of quizzes and averaging by Bb to create a single LAB grade

Credits: 3 SCHs

TSI Requirement: Reading, 340+; Writing 4 or above

Required Lab Statements for Course Syllabi:

ENGL 1301 Labs (Online):

Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under **ANY** circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours.

Course Goals and Objectives:

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.

5. Use Edited American English in academic essays.

Course Schedule:

Week 1-Lesson 1.1: Monday, August 25th Completion of the Style, Punctuation, and Mechanics Diagnostic pre-test (click ENGL 1301 Lab link) is required to remain enrolled in the course. You will be dropped from the course if the pre-test is not completed.

Week 2-Lesson 1.2: Monday, August 24th

Week 3-Lesson 1.3: Monday, August 31st

Week 4-Lesson 1.4: Tuesday, September 8th

Week 5-Lesson 1.5: Monday, September 14th

Week 6-Unit II: Novel and Research Paper; Lesson 2.1: Monday, September 21st

Week 7-Lesson 2.2: Monday, September 28th

Week 8-Lesson 2.3: Monday, October 5th h

Week 9-Research paper

Week 10-Research paper

Week 11-Unit III: Exemplification Essay and Final Exam; Lesson 3.1: Monday, November 2nd

Week 12-Lesson 2.4: Monday, November 9th

Week 13-Lesson 2.6: Monday, November 16th

Week 14-Exemplification paper

Week 15-Exemplification paper

Week 16-Lesson 3.2: Monday, December 4th (Final Exams)

Course Requirements and Evaluation:

Methods of Course Instruction/Delivery:

Writing assignments and exercises, in-class writing or editing workshops, group work, class discussions, tests, quizzes (quizzes may be announced or unannounced), lecture, and reading.

Semester Grade Determination:

Writing (Narration, Description, Exemplification)	30%
Argumentation Essay (Required)	15%
Quizzes and Peer Reviews	10%
Novel Exam	10%
Lab Exercises (Located in Blackboard)	15%
Participation/Discussion (includes in-class work)	10%
Final Essay	10%
Total:	100%

Both the final exam and the documented argumentative essay are required; failure to complete either one will result in failure of the course.

Evaluation rubrics are posted in BB for each writing assignment & at the end of this document.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

English AI Policy:

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Required AI Statement for ALL ENGL Courses:

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

ADA Statement

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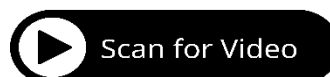
Non-discrimination Clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Biol 1322 40J0
Nutrition and Diet Therapy
Fall 2026 - Flex B

Instructor: Dr. Jeanmarie Stiles
Office: Greenville Center, room 208
Phone: 903-457-8717
Email: jstiles@parisjc.edu

Meeting Location: GC 218
Meeting Days: TR
Meeting Times: 1:00-2:15 PM

Office Hours: MW 12:30-3; TR 11-1; 2:30-3. To best serve you, please email before visiting the Greenville Center so we can schedule an in-person meeting at my office or arrange for a phone conversation.

Course Description:

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

Credits: SCH = 3 Lecture

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and McGraw Hill via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will not need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account.
<https://www.parisjc.edu/main/business-office/>

Your required e-textbook and course materials for Biol 1322 is Smith: *Connect for Wardlaw's Contemporary Nutrition* 12th edition with Proctorio+. It will be delivered digitally in your Blackboard Ultra course. If you do not want to participate in the PJC Inclusive Access Program and would prefer to procure your required course materials elsewhere, you must opt out to avoid being charged the discounted price on your student account. If you'd like to opt out of this program, please follow the steps below **before the college ORD date**.

- 1) Go to Opt-out portal
- 2) Create an account using your student email account
- 3) Select the course(s) you are choosing to Opt-Out of
- 4) You can also opt-out from the student-specific link provided in the email from noreply@follett.com.

Important: If you opt-out, you will no longer have access to your textbook and other digital materials required for this course. You must purchase those materials separately to continue the course at a significantly higher cost.

In addition to McGraw-Hill access, a properly functioning computer with a stable internet connection is needed. Online students will need a webcam (internal or external) and microphone. If taking a traditional face to face course, bring a folder with loose leaf paper, pen, pencil, and dry erase marker to each class. Purchase one package of scantrons #882e at the beginning of the semester as well as two pencils with erasers to bring to every test and quiz.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level):

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Learning Outcomes

Upon successful completion of this course, students will:

1. Apply nutritional knowledge to analyze personal dietary intakes, to plan nutritious meals using nationally established criteria to meet recommended goals, and to evaluate food labels and the validity of nutritional claims.
2. Trace the pathways and processes that occur in the body to handle nutrients and alcohol through consumption, digestion, absorption, transport, metabolism, storage and waste excretion.
3. Discuss functions, sources, deficiencies, and toxicities of macro- and micronutrients, including carbohydrates, lipids, proteins, water, vitamins, and minerals.
4. Apply the concept of energy balance and its influences at the physical, emotional, societal, and cellular level to evaluate advantages and disadvantages of various methods used to correct energy imbalances.
5. Utilize concepts of aerobic and anaerobic energy systems, and knowledge about macronutrients, vitamins, minerals, ergogenic, and supplements and relate them to fitness and health.
6. Describe health and disease issues related to nutrition throughout the life cycle, including food safety, corrective dietary modifications, and the influence of specific nutrients on diseases.

Course Requirements and Evaluation:

Students will be given the following opportunities to demonstrate knowledge of class material:

Assignment	Points
Introductory assignments	5
12 homework assignments at 30 points each	360
Scientific Inquiry Group Project	40
12 Chapter quizzes at 15 points each	180
4 Exams at 90 points each	360
Metric quiz	20
Nutrition Calc Plus Project 7 day diet tracking	35
Total	1000

Course Curve: 5 pts will be added to your total points earned if all course work has been sincerely attempted and submitted on time. This is how course points equate to your final letter grade:

Grading Scale

A - 900 points and higher

B - 800 points and higher

C - 700 points and higher

D - 600 points and higher

F – 599 points and below

Total Course Points = 1000, so if you earn 862/1000 pts that is an 86.2 or B avg. See the Gradebook tab within Blackboard for a list of all grades. Each assignment clearly indicates the point value and high scores are taken on MGH assignments with 2 attempts.

Orientation/Introductory Assignments are crucial to help you navigate the course. Other lecture activities such as discussion boards, worksheets, and video assignments may be found within the lecture folders of the Blackboard shell (not MGH).

Chapter Homework Assignments involve 12 assignments at 30 pts each = 360pts. Do these assignments after reading your chapter and try your best. They are not timed and you can do a little work at a time and then return later. You may see similar questions again on your unit exams.

Metric Quiz is 20 pts, allows for only 1 attempt, and is proctored. This quiz has ten questions. Review the metric system before attempting this quiz, especially the practice problem set. You will be asked to complete various conversions. No notes, calculator, etc. may be used during this quiz.

Lecture Exams are timed, proctored and predominantly multiple choice and true/false, but may include short answer questions as well.

Exam 1- 1 attempt- 90pts

Exam 2- 1 attempt- 90pts

Exam 3- 1 attempt- 90pts

Exam 4 is the comprehensive final exam - 1 attempt- 90pts

Once you begin a timed assignment or exam you cannot stop the time, so be ready and make sure your internet connection is solid. Do not think you can close out and come back later! Likewise, there will not be time to search for answers. Before beginning the exam, you should study and be familiar with the concepts presented. The test stops when the time ends, regardless of whether all questions have been answered.

Scientific Inquiry Group Assignment is found on Blackboard (not MGH) and is worth 40pts. You will be assigned to a group. Information pertaining to this project is posted to your course and will be explained after ORD. This is a lengthy assignment that involves working with a team and is carefully graded. Review the rubric for details and consider sending a draft to your instructor for review to obtain maximum points. Allow one week for review.

This is a challenging course, but you have an excellent chance of success if you complete all assignments on time and try your best. Assignments will only be reopened if the Connect system has issues or in extreme and verifiable cases approved on an individual basis, such as an unexpected hospitalization. Basically, if Connect is working, then the web page is good so make sure you have an updated computer and reliable connection to the internet for this course.

Entering Your Course: This course utilizes the McGraw-Hill (MGH) Connect platform to deliver many assignments. Most of these MGH Connect assignments are linked for you in Blackboard under the Content tab. Your first task is to click on a MGH link, then you will be directed to MGH Connect where you must register for the MGH Connect course. A MGH folder is posted within the Start Here section of your course. If you have trouble getting access, give MGH staff a call immediately. Once you have registered in MGH Connect you will be able to complete the Connect orientation assignment and all other MGH assignments and exams. In addition, you must **complete the syllabus quiz prior to the college official reporting Day (ORD), Oct. 27, to be counted as present in the course. If you have not completed this assignment before this date it is college policy for you to be dropped from the course.**

When registering in MGH Connect, enter your PJC e-mail and select a password. Here is a link to set up your PJC email if you do not have yours activated yet:

<http://www.parisjc.edu/pjc2/main/activate-dragonmail/>

System Requirements for Connect and Browser Test: Use this link to check your computer to ensure you have all that you need to run the Connect Learning System

<https://www.mheducation.com/highered/connect/support.html>

Tips/Time: This course will require a significant time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace but do not let due dates approach and assume you can get the work done in a day or two. Your course is set up into 4 units, including the final exam. In a standard unit, you will have 3 chapters to cover, so read and study each (take notes and pay attention to bold terms), complete the homework assignment with each chapter (recall some similar questions in the homework may reappear on your unit exams), and the unit exam covering the 3 chapters. Plan a good schedule for when you want to complete each well before the due date.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

Every student should come to class prepared to interact with the instructor and other students by listening, discussing, questioning, and taking notes relating to the topic at hand.

Rules for all written assignments

1. 12 pt type
2. Times New Roman Font
3. Double space
4. Full citation both in the paper and a reference page (APA)
5. 1 in margins

Make-Up Work: If you miss a major exam due to an emergency, at the instructor's discretion, you may be allowed to take a make-up exam. If you are aware of a pending absence from class, notify your instructor as early as possible. You may be able to take the exam early with instructor approval. If permitted, it is the student's responsibility to schedule a makeup exam with the instructor during the instructor's office hours.

Stay well ahead of due dates so when the unexpected occurs, you will be able to submit assessments by the due date. However, if an unanticipated emergency arises and you are unable to submit an exam/assignment as scheduled, email your instructor with documentation and an explanation within 48 hours of the posted due date. At the instructor's discretion and with a 5% deduction per day, you may be given permission to submit homework assignments and quizzes up to two weeks late.

Most online assignments are open for you to complete, so work ahead, especially if you anticipate a scheduling conflict. Late assignments and exams will not be accepted one week prior to the final exam. Under no circumstances may the final exam be taken late. Most lecture assignments must be completed by using the links provided in Blackboard to enter McGraw Hill's Connect.

Course Communication: Outside of the classroom, email is the preferred method of communication. Always use your PJC email and include your full name and course number with all correspondences. Due to federal student privacy laws, grades cannot be discussed via email. Select the My Grades tab within your course to review your grades. You can expect a reply to your email within 24 hours, Monday - Friday 8:00 am – 3:00 pm.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be

initiated by the student. The last day to withdraw from a course with a grade of **“W” is Nov. 24.** Failure to officially withdraw will result in your receiving a grade of F.

Class Conduct:

Do not photograph or make a video of the class lectures/labs or your instructor. Turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and

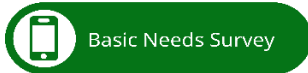
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by in-class announcement, Bb announcement, and/or e-mail.

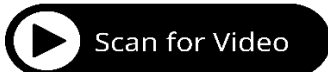
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Due 1 PM	Unit	Lesson	Lecture
10/23		Start Here folder	#1 Assignment: Syllabus Quiz McGraw-Hill Introductory Assignments
10/28	1	1	HW Ch 1 Chapter 1 quiz
10/28	1	2	HW Ch 2 Chapter 2 quiz
10/28	1	3	HW Ch 3 Chapter 3 quiz
10/29	1		Unit 1 Exam
TBA			Metric quiz
11/11	2	4	HW Ch 4 Chapter 4 quiz
11/11	2	5	HW Ch 5 Chapter 5 quiz
11/11	2	6	HW Ch 6 Chapter 6 quiz
11/12	2		Unit 2 Exam
11/23	3	7	HW Ch 7 Chapter 7 quiz
11/23	3	8	HW Ch 8 Chapter 8 quiz
11/23	3	9	HW Ch 9 Chapter 9 quiz
11/24	3		Unit 3 Exam
12/1			Scientific Inquiry Group Project Nutrition Calc Plus Project
5/5	4	10	HW Ch 10 Chapter 10 quiz
5/5	4	11	HW Ch 11 Chapter 11 quiz
5/5	4	12	HW Ch 12 Chapter 12 quiz
	4		Unit 4 Exam is the final exam Thursday, Dec. 10, 1-2:15

Exam 4 is the Final Exam and only covers Chapters 10,11,12.

Biol 1322.460
Nutrition and Diet Therapy
Fall 2026

Instructor: Justin Anderton

Lab Room: A127

Email: Justin.Anderton@commerceisd.org

Meeting Location: Commerce HS

Meeting Days: Mon-Fri

Tutoring Hours: Wednesday from 4pm- 5pm

Course Description:

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

Credits: SCH = 3 Lecture

Prerequisite(s): none

Required Textbook(s) and Materials:

Smith's - Wardlaw's Contemporary Nutrition 24 w/ Proctorio + (Connect 180-day access)

By: Collene

Edition: 12th

ISBN: 9781265225216

Author: Collene

Publisher: MCGRAW HILL (CUSTOM PUBLISHING)

Formats: Adobe Digital Editions

Publication Date: TBD

****If you do not want the hard copy book you can use the e-book that comes with the connect plus code for the above text and you do not have to purchase the hard copy book. You will also need an up to date computer with a stable internet connection. Important: you must have an access code and register on McGraw Hill Connect to complete most of the work in this course and to access your assignments.**

Required Materials:

1 ½ inch Binder

12 Tab Dividers

1 subject notebook.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level):

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.

2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.

3. Use appropriate laboratory techniques and equipment safely and proficiently.

ACGM Learning Outcomes

Upon successful completion of this course, students will:

1. Apply nutritional knowledge to analyze personal dietary intakes, to plan nutritious meals using nationally established criteria to meet recommended goals, and to evaluate food labels and the validity of nutritional claims.

2. Trace the pathways and processes that occur in the body to handle nutrients and alcohol through consumption, digestion, absorption, transport, metabolism, storage and waste excretion.

3. Discuss functions, sources, deficiencies, and toxicities of macro- and micronutrients, including carbohydrates, lipids, proteins, water, vitamins, and minerals.

4. Apply the concept of energy balance and its influences at the physical, emotional, societal, and cellular level to evaluate advantages and disadvantages of various methods used to correct energy imbalances.

5. Utilize concepts of aerobic and anaerobic energy systems, and knowledge about macronutrients, vitamins, minerals, ergogenic, and supplements and relate them to fitness and health.

6. Describe health and disease issues related to nutrition throughout the life cycle, including food safety, corrective dietary modifications, and the influence of specific nutrients on diseases.

Exam 5 is the Final Exam and covers concepts from **ALL CHAPTERS**. This schedule is tentative. Test dates are announced in class.

Unit 1

Chapter 1 – Nutrition Food Choices and Health

Chapter 2 – Designing a Healthy Eating Pattern

Chapter 3 – The Human Body: A Nutrition Perspective

Unit 2

Chapter 4 – Carbohydrates

Chapter 5 – Lipids

Chapter 6 – Proteins

Unit 3

Chapter 7 – Energy Balance and Weight Control Alcohol

Chapter 8 – Vitamins

Chapter 9 – Water and Minerals

Unit 4

Chapter 10 – Nutrition: Fitness and Sports

Chapter 11 – Eating Disorders

Chapter 12 – Protecting Our Food Supply

Course Requirements and Evaluation: Evaluation Methods:

All SMARTBOOK, quizzes, and exams must be accessed through Blackboard. When you click on your first McGraw Hill assignment in Black Board it will ask you to register and you will either provide the code you have already purchased or you can buy one at that time with a credit card. Any assignments accessed outside of your Blackboard page will not award you credit and I will not be responsible for the assignment of point values to be found and moved back into Blackboard. Therefore, only access assignments from your Blackboard course page.

Students will be given the following opportunities to demonstrate knowledge of class material:

Assignment	Points
4 Article Summaries 20points each	80
12 Smart book homework assignments at 10 points each	120
12 Chapter quizzes at 10 points each	120
4 Exams at 100 points each	400
Nutrition Tracker Analysis Assignment	100
Final Exam	180
Total	1000

Late Assignments will not be accepted...

Grading Scale:

Points	Letter Grade
900 - 1000	A
800 – 899	B
700 – 799	C
600 – 699	D
0 – 599	F

Because the course has a total of 1000 points, it is easy to calculate your grade. For example, if at the end of the course you have a total of 850 points you have managed to earn 85% of the total points available. This means you have an 85 in the class or a B letter grade.

Midterm Grade: PJC instructors are required to enter mid-term grades by **(October16th)**. Once entered, each student's mid-term grade may be viewed by College personnel with the need to monitor such information, such as student records, student financial aid, academic advising and counseling, and administrative staff. Mid-Term grades can change a great deal, for the better or worse, from the time they are entered until final grades are submitted. They do not directly impact your GPA. They are simply a measurement the student can use to take stock in what may or may not be working for them. Please meet with your instructor if you have a concern about your grades at the mid-term.

Make-Up Work: If you miss a major exam due to an emergency, at the instructor's discretion, you may be allowed to take a comprehensive make-up exam. You are only allowed to miss one exam. If you are aware of a pending absence from class, notify your instructor as early as possible. You may be able to take the exam early with instructor approval. If permitted, it is the student's responsibility to schedule a makeup exam with the instructor during the instructor's office hours.

Stay well ahead of due dates so when the unexpected occurs, you will be able to submit assessments by the due date. However, if an unanticipated emergency arises and you are unable to submit an exam/assignment as scheduled, email your instructor with documentation

and an explanation within 48 hours of the posted due date. At the instructor's discretion and with a 5 percent deduction per day, you may be given permission to submit homework assignments and quizzes up to two weeks late.

Most online assignments are open for you to complete, so work ahead, especially if you anticipate a scheduling conflict. Late assignments and exams will not be accepted one week prior to the final exam. Under no circumstances may the final exam be taken late. Most lecture assignments must be completed by using the links provided in Blackboard to enter McGraw Hill's Connect.

Course Policies

Every student should come to class prepared to interact with the instructor and other students by listening, discussing, questioning, and taking notes relating to the topic at hand.

Rules for ALL Written Assignments

1. 12 pt type
2. Times New Roman Font
3. Double space
4. Full citation both in the paper and a reference page (APA)
5. 1 in margins

McGraw Hill Technical Help Line 1-800-331-5094

PJC Computer Help Desk 903-782-0496

Instructor/Student communication: Email is the best form of communication outside of class. I will respond within 24 business hours, Monday-Friday 9am-5pm. If you do not get a reply from me within that time period, then I probably did not receive your email. You must email me from your PJC Dragon mail, not Blackboard messages or some other email. Always make sure your full name and course number are included in the email. If for some reason you cannot get through to me with an email, please call during office hours.

All Students must have a PJC Dragon email account and check it frequently along with adequate access to a computer connected to the internet. **Correspondence for the course will be sent to your Dragon email address.** Students must use appropriate language in all emails, class discussions, and postings. Paris Jr. College is not responsible for faulty intermittent internet connections belonging to students. Intermittent internet connections can sometimes cause issues on timed one attempt assignments. If you have one of these types of connections it would be advisable to use one of the school's computers which are at our campuses and available for student use.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 12th**.

exams early, but not late. **Online lab activities and online lab exams may not be submitted late.**

Most online assignments are open for you to complete, so work ahead, especially if you anticipate a scheduling conflict. Late work will not be accepted the last week of the semester. Under no circumstances may the final exam be taken late. All lab assignments and most lecture assignments must be completed by using the links provided in Blackboard to enter McGraw Hill's Connect.

Course Communication: Outside of the classroom, email is the preferred method of communication. Always use your PJC email and include your full name and course number with all correspondences. Due to federal student privacy laws, grades cannot be discussed via email. Select the My Grades tab within your course to review your grades. You can expect a reply to your email within 24 hours, Monday - Friday 8:00 am – 3:00 pm.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student.

Class Conduct:

Do not photograph or make a video or audio of the class lectures, labs or your instructor. Turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Your instructor strongly discourages the use of Artificial intelligence (AI). However, AI tools are permitted in this course. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Warning: AI-generated content is known to falsify information and academic citations, which should be corrected in your completed document. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

NOTE: The contents of this syllabus and course schedule are subject to change.

PSYC 2314.25D0
Lifespan Growth and Development
FALL 2026

Instructor: Shawna Brown
Office: Online
Phone:
Email: sbrown@parisjc.edu
Office Hours: Online

Meeting Location: Internet
Meeting Days: Internet
Meeting Times: Internet

Course Description:

The study of Lifespan Growth and Development is a study of social, emotional, cognitive, and physical factors and influences of a developing human from conception to death. Core Curriculum satisfied for Social and Behavioral Science.

Credits: 3 SCH

TSI Requirement: College-level reading is required.

Prerequisite(s): None

Required Textbook(s) and Materials:

The required course materials for this class—including the textbook and all associated digital learning tools—are delivered digitally through Dragon Now, PJC's Equity Access Program. PJC partners with the Follett Access Program and Pearson to ensure affordability and immediate access for all students.

This program provides instant, first-day access to your required course materials at a substantial discount. A course charge for these materials will be automatically applied to your student account, and **you will NOT need to purchase the textbook or digital tools separately.** Students are responsible for paying the charge applied to their account.

If you have any questions regarding billing or charges to your student account, contact the PJC Business Office. Additional information is available at: <https://www.parisjc.edu/business/index.php>.

Your required e-textbook and course materials for PSYC 2314 are Feldman, R. S. (2023) Lifespan Development: A Topical Approach with PEARSON/REVEL 5th ed., which will be delivered digitally through your Blackboard Ultra course. When you register and activate your PEARSON/REVEL account, use your PJC Dragon email address.

Course Goals and Objectives:

Foundational Component Area: Lifespan Growth and Development

Social and Behavioral Science Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

- 1) Critical Thinking Skills -- to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
- 2) Communication Skills -- to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- 3) Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- 4) Social Responsibility -- to include intercultural competence, knowledge of civic responsibility,

and the ability to engage effectively in regional, national, and global communities.

Psychology Student Learner Outcomes: Upon successful completion of this course, students will:

1. Demonstrate knowledge of the major theoretical perspectives in psychology.
2. Interpret what constitutes valid research in the field of psychology.
3. Identify physiological and psychological variables influencing adaptive and maladaptive human behavior and mental processes.

Course Level Student Learner Outcomes: Upon successful completion of PSYC 2314, the student will:

1. Describe the stages of the developing person at different periods of the life span from birth to death.
2. Discuss the social, political, economic, and cultural forces that affect the development process of the individual.
3. Identify factors of responsible personal behavior about issues such as sexual activity, substance abuse, marriage, and parenting.
4. Explain the biosocial, cognitive, and psychological influences throughout the lifespan as an ongoing set of processes, involving both continuity and change.
5. Describe the different developmental perspectives of the major theories of development (i.e., cognitive, learning, humanistic, and psychodynamic).
6. Identify examples of some of the cultural and ethnic differences that influence development throughout the lifespan.
7. Discuss the various causes or reasons for disturbances in the developmental process.

Course Requirements and Evaluation:

Evaluation Methods:

- Students will have two major closed-book objective exams to demonstrate their knowledge of the course material. Each exam is worth 100 points. Students can earn up to 200 points on major exams.
- Students can earn up to 100 points on quizzes for the semester (25 points for each section).
- Engagement is an important part of Internet classes; therefore, students can earn up to 100 points for engagement (15 points for the RAC Assignment, 15 points for the APA Quiz, 20 points for the cross-cultural Psychology Assignments, and 50 points for surveys).
- Students can earn up to 100 points on embedded Pearson Textbook Comprehension quizzes referred to as REVEL
- 100 points on discussions.
- Extra Credit is built into the course: Students can earn up to seven extra credit points on the syllabus quiz and one extra credit point for the student acknowledgment form. Students who activate their PEARSON/REVEL inclusive access (IA) within the three days of class will earn an extra credit point for a total of nine extra credit points.

Grading Criteria:

Students can earn up to a total of 600 points during the semester:

- **200 points – Two Proctored Major Exams:** Students will complete an online Midterm and Final examination. Each exam is worth 100 points.
- **100 points – Quizzes**

- 100 points – Embedded textbook PEARSON/REVEL Comprehension Quizzes
 - 100 points – Discussions
 - 15 points – RAC Assignment
 - 15 points – APA Quiz
 - 20 points – Cross-Cultural Psychology Assignment
 - 50 points – Surveys
- =600 total possible points**

- The following grading scale will be used
 - 540 points and above = A
 - 480-539 = B
 - 420-479 = C
 - 360-419 = D
 - 359 points and below = F

Course Requirements:

Required Activities: The first assignment, Content Specific Quiz, and the Student Acknowledgment are due on the first day of class, August 28th, by 11:59 PM CST. All students must complete the First Assignment, Content Specific Quiz, and Student Acknowledgment located in the “Start Here” folder on the “Course Content” tab of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignments by the deadline will be reported as non-attending and will be dropped from the course. Do not wait until the last minute to complete these assignments.

Exams: Students will complete **two major proctored objective exams**, each worth **100 points**, to demonstrate their understanding of the course material. A detailed course schedule is provided in the syllabus at the beginning of the semester; therefore, students are responsible for being aware of all scheduled exam dates from the first week of class.

During exams, **cell phones must be turned off and stored out of sight unless being used as the second camera**. The use of notes, textbooks, computers, smart devices, or any other external materials is strictly prohibited. These items must be closed, put away, and are not allowed to be accessed during the exam.

Students are responsible for downloading and installing Respondus LockDown Browser from the PJC website prior to the exam. **Respondus LockDown Browser requires a webcam to record the screen strokes and frontal facial view, along with a second camera (smartphone or tablet) that records a side view of your entire testing environment and hands throughout the entire testing session.** Detailed instructions for downloading and installing the LockDown Browser are provided within the exam folders in Blackboard.

Proctoring Details:

- Exams can be take **at home** using **Respondus LockDown Browser with Monitor**.
- A **webcam** and a second camera (the second can be your cellphone or a tablet) are **required** for monitoring during the exam.
- Students must **download and install** the LockDown Browser from the **PJC website**. Installation instructions are available in the exam folders.

Testing Environment Requirements: Respondus LockDown Monitor records your environment, movements, audio, computer screen, and keyboard keystrokes during the exam. To ensure academic integrity, the following guidelines must be strictly followed:

Before the Exam

- **Complete a tech check** at least 24 hours before the exam to verify webcam functionality and LockDown Browser installation.
- Ensure your computer is **fully charged or plugged in**.
- **Power your computer off and then power it back on** before the exam to close all background applications.

Webcam & Room Scan

At the start of the exam, you must perform a **360° room scan** showing your entire workspace, including your desk, surroundings, and any materials present.

- Your environment should be free of all unauthorized material, and you should not access the materials at any time during the exam period.
- Additionally, **NO other individuals should be present** while you are taking the exam.
- You must **NOT** engage in any form of conversation during this time.
- **Accessing unauthorized materials or engaging in a conversation with others during the exam will result in an automatic zero, with no opportunity for a makeup.**
- Your **entire face and workspace** must remain clearly visible throughout the exam.

Setting Up Your Second Camera During Exam Startup

These are **the two angles that I want to be able to see: Side View and View from the Computer.**

Positioning for a Side View

- Place the phone/tablet **flat** on a stable surface.
- Point it **perpendicular to your body** so it shows your desk, keyboard, mouse, and immediate surroundings. **You will receive a score of zero if I see a cell phone visible or don't have a Side View.**
- Avoid tilting or moving it during the exam.
- Ensure it has a clear view of your workspace and face (for reference)

Post-Exam

- The second camera recording stops automatically when you submit.
- Do **not** close the browser on your second device until the upload completes and you see "Session complete."
 - If you do not wait until you receive the notification "Session Complete," Blackboard will record a score of zero. This will count as a testing attempt. Students receive one attempt to complete the exam.
- Instructors can view the side-view video alongside the frontal webcam and screen recording in the proctoring dashboard

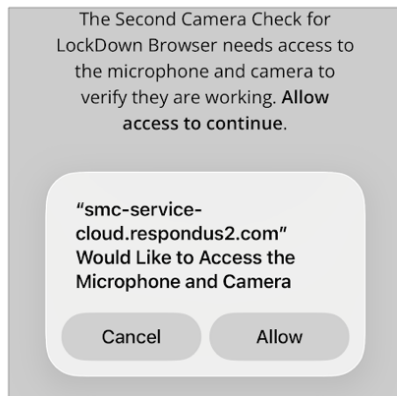
Device Requirements

- **Primary device:** Computer with a working webcam and internet connection.
- **Second device:** Smartphone or tablet with:
 - iOS 18+ or recent Android
 - Working camera and microphone
 - Ability to scan QR codes
 - Stable internet connection

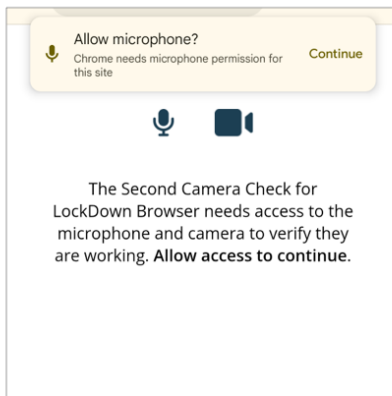
I also do Screen Recording, which records your keystrokes and the view of the testing screen.

When you start your exam, follow these steps to connect your second camera:

- Start the normal exam startup steps on your computer
- After the Webcam Check step, you'll see a QR code on your screen
- Use your mobile device to scan the QR code
- Your mobile browser will open a webpage
- When the browser prompts you to allow microphone and camera access, allow access.



iOS



Android

Troubleshooting: Enabling System Permissions

- If the browser doesn't prompt you for permissions, or if you accidentally denied access, you'll need to enable permissions in your device settings.

For iOS/iPad Devices

- *To enable microphone access:*
- Open Settings on your device, then tap Apps, then Safari (or your default browser), then Microphone, and select **Ask**.
- *To enable camera access:*
- Open Settings on your device, then tap Apps, then Safari, then Camera, and select **Ask**.

For Android Devices

- *To enable microphone access:*
- Open Settings on your device, then tap Security & Privacy, then Privacy Controls, and turn on **Microphone Access**.
- *To enable camera access:*
- Open Settings on your device, then tap Security & Privacy, then Privacy Controls, and turn on **Camera Access**.

Prohibited Items & Behaviors

- The testing area must be **free of unauthorized materials**, including:
 - Cell phones
 - Tablets
 - Smartwatches
 - Textbooks
 - Notes
 - Headphones/AirPods
 - Any other electronic or personal items (this includes music playing)
- **No other individuals** may be present in the room during the exam.
- **No communication** (verbal or non-verbal) with others is allowed.

- **No background applications or browser tabs** may be open or opened during testing. LockDown Browser restricts access, but students are responsible for ensuring compliance. Attempts to open additional tabs or applications will result in auto-submission of the exam. This will count as an attempt. Students have one attempt. Additional will NOT be permitted due to auto-submissions of exams due to failure to follow instructions.

Monitoring & Review

- LockDown Monitor flags irregularities such as:
 - Leaving the camera view
 - Background noise or voices
 - Use of unauthorized materials
 - Suspicious movements or eye tracking
 - Suspicion of cell phone use or other electronic use
 - Attempting to open additional tabs.
 - Conversations with other people in the room
 - Etc.
- All flagged or suspected incidents will be reviewed. **Violations will result in a score of zero** and possible disciplinary action.

Final Reminders

- **Do not wait until the last minute** to verify your setup.
- **Start the exam within the designated time window (exams are open for one week before the closure date).** Late starts will not be permitted.
- If you experience technical issues, **report them immediately** through the designated support channel. To contact PJC Tech Support, call (903) 782-0496 or email tech support at techsupport@parisjc.edu.

Respondus-proctored major exams are available **for one week before the final closure date of the exam**. The exam **MUST** be **submitted during the week that the exam is available**, as would normally occur in an in-person exam setting. **No exceptions will be granted.**

Failure to submit the exam by the stated deadline will result in an **automatic score of zero**. Students are provided with ample advance notice of exam dates and are responsible for planning accordingly to ensure timely completion.

All students are responsible for converting the exam deadline to their **local time zone** and submitting the exam on time. **Misunderstandings or miscalculations related to time zones will not be accepted as valid excuses for late submission.**

Course Policies:

Extension Policy-

Will only be granted in the case of documented, verifiable extenuating circumstances. These are strictly limited to serious medical emergencies (e.g., hospitalization) or the death of an immediate family member (documentation of extenuating circumstances is required).

Documentation must be submitted within 48 hours of the missed deadline and must come from a licensed professional or official source. No other circumstances will be considered.

The following are NOT considered extenuating circumstances and will NOT justify an extension under any condition:

- Waiting until the last day to take the exam

- Forgetting the 11:59 PM CST deadline
- Miscalculating time zones
- Changes in work schedules or being scheduled to work during the exam window
- Being called in to work and not completing the exam on time because you were called into work unexpectedly.
- Technology issues, including internet outages, device failure, or platform access problems.

The exam will be available for a one-week period, which is sufficient time for all students to plan and complete the exam within the designated window.

Students are expected to test their access and resolve any technical issues well in advance of the deadline. Institutional systems are monitored for outages; claims of technical failure must be substantiated with evidence. It is the student's sole responsibility to ensure they have the necessary resources and availability to complete the exam on time.

This policy is designed to ensure fairness and uphold academic integrity. No exceptions will be made outside the clearly defined parameters above. **Plan ahead and act early.**

Once the exam window closes, the exam will no longer be accessible and will not be reopened or re-administered under any circumstances. Excuses for failing to complete the exam during the open period will not be accepted. Students are expected to manage their time responsibly and plan ahead. For the **midterm exam only**, students with a valid and verifiable excuse—limited strictly to serious medical emergencies (e.g., hospitalization) or the death of an immediate family member—**may be permitted to complete an essay-based make-up exam.** This make-up must be completed within **three days** of the midterm exam's closure. Extensions beyond this three-day window will not be granted. It is the student's responsibility to:

- Contact the instructor to request approval for the make-up exam
- Submit appropriate documentation (e.g., doctor's note, obituary) with your name listed.
- Arrange a time to complete the essay make-up exam within the three-day window

Failure to complete the make-up exam within this timeframe will result in a **zero** for the midterm grade.

Make-up exams or extensions are not available for the final exam period. Students must complete the final exam during the scheduled exam window.

Students will have exactly **75 minutes** to complete each proctored exam—the midterm and the final. Time limits are strictly enforced. Students must begin and complete the exam within this window; no additional time will be granted for any reason (except for approved ADA accommodations).

The **midterm exam** will cover **Chapters 1–8**, and the **final exam** will cover **Chapters 9–15**.

All exams are **closed-book and closed-note**. Students are strictly prohibited from using textbooks, notes, unauthorized technology (including phones, smartwatches, or AI tools), or any external materials during the exam. Any violation of this policy will be treated as academic dishonesty and will result in disciplinary action that includes a score of zero, no opportunity of a makeup, and forfeit any future bonus points.

A second suspected violation of academic dishonesty will result in a final grade of "F" for the course.

All course content—including required readings, PowerPoint notes, quizzes, and supplemental resources—may be sampled for exam questions. Students are responsible for reviewing all materials provided throughout the course.

Exams will consist of **objective question formats**, including: true/false, multiple-choice, and matching.

Students are allowed only one attempt to take each exam. Once the exam is started, it must be completed in one sitting. Students are unable to pause the exam and then restart or retake the exam for any reason.

During proctored exams, students are required to remain fully engaged and visible for the entire duration of the testing session.

Respondus LockDown Browser Monitoring will immediately notify the instructor of any unauthorized behavior during a proctored exam. This submission will be considered the student's **only attempt and will receive a score of zero.**

Directions for accessing the exam:

To access and complete proctored exams, students must follow the steps below **exactly as outlined**. Failure to complete any step will result in the exam being inaccessible. No exceptions will be made.

Requirements:

- Respondus LockDown Browser must be downloaded and installed before being able to access the exam.
- All other applications must be closed before launching the exam.
- A valid photo ID (government-issued or school-issued student ID) must be available for identity verification.

Access Steps:

1. Log in to Blackboard and navigate to the course.
2. Open the **Exam Folder**.
3. View all items in the folder **in order**, including:
 - Instructions for downloading and installing Respondus LockDown Browser
 - Exam review materials
 - Exam Acknowledgment form

Note: If any item is skipped, the Exam Acknowledgment and the exam will remain hidden.
4. Click on the **Exam Acknowledgment**, read it thoroughly, and answer the required question. You will be held accountable for the instructions contained in the exam acknowledgment forms for the Midterm and final exams.

You will not be able to access the exam without completing this step.
5. Click on the **exam link**.
 - If the LockDown Browser is not installed, you will be prompted to install it before proceeding.
6. **Do not click "Start"** until you have read all instructions and are fully prepared to begin.

You are responsible for all information contained in the Exam Acknowledgment.
7. Clicking "Start" activates LockDown Browser Monitoring and begins your exam session.

Important Notes:

- Students are allowed **only one attempt** per exam.
- Exams must be completed in one sitting within the allotted time (75 minutes).
- Any violation of exam protocols may result in automatic submission and a score of zero.

Students must be aware of the following conditions when taking a proctored exam using Respondus LockDown Browser Monitoring:

- **Once the exam is started, it must be completed in one sitting.** Pausing, exiting, or leaving the exam session for any reason is strictly prohibited.
- **Any of the following behaviors will trigger automatic submission of the exam** by Respondus LockDown Browser Monitoring:
 - Leaving the exam session before completion
 - Opening another browser tab, window, or application
 - Viewing or accessing unauthorized materials
 - Having the student's face or testing environment out of view at any time
 - Speaking to or interacting with another person
 - Using unauthorized technology or devices
 - Any other behavior deemed suspicious or noncompliant with exam protocols
- **Automatic submission is final.** If the LockDown Browser auto-submits the exam due to any violation, it will be recorded as the student's **only attempt**, regardless of how many questions were completed.
- **No extensions will be granted.** The exam will not be reopened or made available again under any circumstances.
- **Students are responsible for maintaining full compliance throughout the entire exam session.** This includes remaining visible, silent, and focused until the exam is submitted.

Below are examples of the type of instructor notifications (video is also provided and marked with testing exceptions).

DATE	WARNINGS
14 Nov 2025 @ 11:05 AM	Student exited Lock Down Browser early. Reason stated: Student attempted to switch away from the browser: session terminated.
13 Nov 2025 @ 8:41 PM	Student exited Lockdown Browser early. Reason stated: "face and environment not visible, warning was provided. Session terminated."

- **Respondus LockDown Browser Monitoring** records the student's face, testing environment, and computer screen for the **duration** of the exam. Continuous visibility and compliance are required at all times.
- The exam is **timed**. Students have **75 minutes** to complete the exam. The timer begins once the exam is launched—students must monitor their time carefully.
- At the end of the 75-minute limit, the exam will **automatically submit**. Once submitted—whether manually or automatically—the exam **cannot be reopened** under any circumstances. Students will not be permitted to resume or complete any unanswered questions after the time limit has expired.

The midterm exam must be submitted by **11:59 PM CST on October 14th**, and the final exam must be submitted by **11:59 PM CST on December 9th**. **These deadlines are firm. I am unable to extend the due date or time for any reason.** Students must ensure that they complete and submit each exam before the deadline on the scheduled date. Late submissions will not be accepted, and exams will not be reopened under any circumstances. Plan accordingly to avoid missing these critical deadlines.

Students may complete their exams in a PJC Testing Center. Students are required to contact the PJC Testing Center of their choice to schedule an appointment in advance. Upon arrival, students must present a government-issued ID (driver's license, passport, etc.) or a PJC Student ID. Be aware that all PJC Testing Centers video-record testing sessions. In addition, Respondus LockDown Browser will continue to record keystrokes and capture the exam screen throughout the testing session.

Quizzes: Quizzes are an essential part of the course, designed to encourage students to stay engaged with the material and develop disciplined reading habits. Each quiz corresponds to the chapters currently being covered and must be completed by the due date listed in the course syllabus schedule. Students are allowed only one attempt per quiz. Quizzes are set to forced completion, meaning that once a quiz is started, it must be finished in one sitting—exiting and returning later is not permitted.

Each quiz has a sufficient time limit for students who have completed the assigned readings. While students may use their textbook and other course materials during the quiz, the time limit does not allow for looking up every answer. Therefore, students are strongly encouraged to read and study the assigned chapters before beginning the quiz.

Quizzes consist of multiple-choice, true/false, and matching questions. Once a quiz closes, it will no longer be accessible, and students will not be able to submit or earn points. Late submissions will receive a grade of zero, and quizzes will not be reopened under any circumstances. **Late coursework is not accepted.** Students are encouraged to reflect on their quiz performance and review missed questions in preparation for major exams. Although correct answers are not revealed in quiz results to preserve academic integrity, all answers can be found in the textbook. Students are expected to locate and review the correct information independently. Up to 100 quiz points can be earned over the course of the semester.

Engagement: Students will earn engagement points throughout the semester based on their active participation in the online classroom. These points are tied to specific assignments, including the RAC Quiz, APA Quiz, Cross-Cultural Assignment (worth a combined 50 points), and Surveys (worth 50 points), totaling **100 engagement points** for the semester. Students are expected to attend class regularly by signing into the course platform and completing all assigned work by the posted deadlines. Consistent engagement is required from the start to the end of the semester; failure to remain actively involved may negatively impact the student's overall performance and engagement score.

Discussions: Discussion topics will be posted for Sections 1, 2, and 3. These discussions are intended to help students apply course concepts and develop critical-thinking skills.

Each discussion assignment has **unique instructions**, expectations, and learning objectives. Students are required to **carefully read and follow** the instructions for **each discussion**, including but not limited to word limits, required content, and formatting per APA specifications. Students should **not assume** that discussions follow a uniform format, instruction set, or grading criteria.

Before writing and submitting a response, students must thoroughly review both the **discussion instructions** and the **grading rubric**. Failure to follow the posted guidelines may result in a reduction of points.

Students are required to use the current assigned course textbook exclusively as the supporting source for discussion responses. No other sources are permitted unless explicitly stated otherwise in the discussion instructions.

Important Reminders

- Proper grammar, punctuation, spelling, word usage, and textbook citation are required for all submissions.
- To earn the maximum number of points, students must fully and clearly address **all required components** of the discussion topic as outlined in the instructions and grading rubric.
- Students are permitted **one submission per discussion**. Multiple attempts or revisions are not allowed.

- Discussions close on the **due date listed in the syllabus schedule**. Once a discussion closes, **late submissions will not be accepted**, and **no credit will be awarded**, regardless of circumstances.
- Emailed submissions, hard copies, or submissions sent through any method other than the designated discussion link will **not be accepted**.

Grading Criteria

Discussion is worth 100 points for the semester and is evaluated according to the following criteria (see the grading rubric for detailed descriptions):

- Development of Ideas – 50%
- Focus and Coherence – 20%
- Organization – 10%
- Conventions (Grammar and Mechanics) – 10%
- Voice – 10%
- Use of unauthorized sources, plagiarism, and late submissions will receive – 0%

The grading rubric **includes multiple performance levels**. Point values within each criterion are determined by the **quality, depth, and accuracy** of the student's response and how effectively the discussion topic is addressed. For example, a score of "4" in *Development of Ideas* indicates that the student correctly and thoroughly addresses **all** required aspects of the relevant theory or school of thought.

Discussion grades and feedback may be viewed via the score link in the course gradebook by clicking on the submitted assignment score; this will open the discussion. After the discussion opens, click on the score on the discussion page; this will display the instructor's comments and rubric-based scoring. Please note: **Discussion assignments are graded after the section has closed**.

REVEL: REVEL is the required publisher's interactive learning platform for this course, providing access to the course e-textbook and embedded comprehension adaptive quizzes for each chapter. These quizzes are integrated directly within the e-textbook on the publisher's platform and are a mandatory component of the course. Through the **Dragon Now** program, students receive automatic first-day access to the e-textbook. Embedded textbook comprehension quizzes are embedded throughout each chapter of the textbook. The embedded comprehension quiz consists of **5–7 questions**. REVEL comprehension quizzes close on the due date listed in the syllabus schedule.

Students are responsible for completing all assigned embedded textbook comprehension quizzes by the deadlines specified in the course syllabus. Consistent access to the REVEL platform is required to successfully fulfill the course REVEL point requirements.

Students **must** activate their Equity Access (Dragon Now) REVEL account using the **Pearson Tools** link in Blackboard. Step-by-step access instructions are available in the **Start Here** folder.

- **Access Requirements**
- Students must use the **Pearson Tools** link in Blackboard to:
 - Activate their REVEL account to:
 - Access the e-textbook
 - Complete all embedded comprehension quizzes

Accessing Revel through any other path may prevent grades from syncing properly with Blackboard. Students are responsible for using the correct access link.

- **Account Setup Requirements:** To ensure proper grade transfer:
 - Students must use their **legal name exactly as it appears on the official course roster** when creating the REVEL account.
 - The name must match **letter-for-letter** between Revel and the college course roster.

- Using a nickname, shortened name, initials, or any alternate variation may prevent grade syncing.
- The instructor is **unable to** correct grade issues caused by incorrect account setup.

Students must contact the Publisher Tech Support to correct name issues.

Failure to follow these guidelines **may negatively affect your final course grade.**

- **Accessibility Features: REVEL includes built-in accessibility tools, including:**

- **Audio (read-aloud)** functionality
- Access via the free **REVEL mobile app** (smartphone or tablet)

Important: Students must first **set up and activate their Pearson account on a computer** before accessing course materials through the mobile app.

- **REVEL is designed to enhance:**
 - Reading comprehension
 - Long-term retention
 - Exam preparation
 - Active engagement with course material
- **Embedded Comprehension Quiz Policies:**
 - All comprehension quizzes **close** on the due dates listed in the syllabus schedule.
 - All comprehension quizzes close at **11:59 PM CST** on the posted due date.
 - Once a quiz closes, students **lose the ability to access or earn credit** for that quiz.
 - Closed quizzes may be reviewed **for study purposes only** in preparation for major exams.
 - **No late submissions, extensions, or makeup opportunities** are permitted for REVEL comprehension quizzes under any circumstances.
- **Points and Grading**
 - The comprehension quiz points are **CUMULATIVE ACROSS THE SEMESTER.**
 - A total of **675 comprehension quiz points** is available for the semester.
 - Comprehension quiz points contribute to the **Engagement** portion of the final course grade.
 - Points are calculated based on the **total number of comprehension quiz points earned. To earn the full 100 REVEL points for the semester, students must earn at least 500 points by the end of the semester.**
 - **REVEL comprehension quiz points are not posted until the end of the semester.**

Students are responsible for monitoring their quiz completion in REVEL and ensuring all work is submitted **before each posted deadline.**

- **Required REVEL assignments are limited to:**
 - Reading the assigned textbook content
 - Completing the embedded comprehension quizzes

All other graded coursework is located within the appropriate section folders in Blackboard.

Due Date: All assignments must be submitted by the due dates listed in the course syllabus schedule, located in the final pages of the syllabus.

Students must **NOT** rely on the “Gradebook” or “Calendar” tabs in Blackboard Ultra to **determine assignment deadlines**. *Assignments that are not open will not appear in those areas, and failure to consult the syllabus schedule may result in missed work.* I use the syllabus schedule—**NOT** the Gradebook or Calendar— to determine whether an assignment is late.

Students who miss an assignment because they did not follow the syllabus schedule will not be granted access once the assignment has closed.

Students are strongly encouraged to submit assignments in advance of the deadline to avoid potential issues such as technical difficulties, illness, or scheduling conflicts. Missed assignments will not be re-opened.

Final Exam: Students are required to complete and submit the final exam by the closure date listed in the syllabus schedule. The final exam must be submitted no later than 11:59 PM CST **on the scheduled due date. There are no exceptions to this deadline.** It is the student's sole responsibility to plan ahead, manage their time, and ensure timely submission. Late submissions will not be accepted under any circumstances.

Extra Credit: Students can earn extra credit points by completing extra credit assignments built into the class. Extra credit assignments are worth varying points. Extra credit assignments are not designed to replace missed assignments or exams. Students will not be eligible to earn points on these activities once the extra credit assignment closes. The following are the extra credit opportunities available **during the first class week:**

- The First Assignment Quiz is worth two (2) points.
- The Course Content Specific Quiz is worth seven (7) points.
- The Student Acknowledgment is worth one (1) point.
- Students who create their REVEL account **using their name as it appears on the course roster** during the first day of class will earn one (1) extra credit point. This opportunity is only available during the first week of class. Your textbook is provided through the Dragon Now program and will be available to you beginning on the first week of class.

Class Attendance:

Class attendance is critical for the successful completion of this course. Students are expected to attend and participate in classes regularly (log into the course often) and **complete all assignments by the due date**. You CANNOT expect to do well in this class without attending class and completing the online assignments on time. While instructors do have the right to withdraw any student from a course for excessive absences, please be aware that this is NOT my policy. Students wishing to withdraw from a course with a grade of "W" should initiate the withdrawal on MyPJC. Students should not just stop attending (stop logging into the course to complete assignments) and assume that the instructor will withdraw him or her. I will record a zero (0) for all assignments that a student fails to complete.

Students are required to log in to the course regularly and complete all weekly scheduled assignments to remain in good academic standing and avoid the initiation of a retention alert. It is strongly recommended that students log in and work on assignments multiple times per week to stay on track with course expectations. Weekly attendance and academic progress are documented and reported to the college database every **Friday at 8:00 AM CST**.

To be marked as present online for the week, students must complete **ALL** scheduled assignments between **Friday at 12:00 AM CST and Thursday at 11:59 PM CST**. Failure to complete the required work within this timeframe will result in the student being reported as absent for that week.

At the midpoint of the semester, a midterm grade will be submitted to the college database. This grade will be accessible to students and shared with relevant departments, including financial aid, athletics, and the scholarship office. It is the student's responsibility to remain consistently engaged and meet all weekly expectations to maintain eligibility and academic progress.

****IMPORTANT**** Internet students are required by Texas law to log into the course and complete the first assignments *by the official report day (ORD), September 9th*, at 11:59 PM CST, or they will be dropped from the course. The First assignment, *Syllabus Quiz*, and *Student Acknowledgment* are located in the **Start Here** folder. In addition, there are required assignments in the **Section 1** folder in Blackboard that must be completed **before the Official Reporting Date (ORD)** and will be graded. All assignments in both the *Start Here* and *Section 1* folders must be submitted by their posted deadlines.

Late submissions are not permitted, and students will **not** be able to complete, make up, or reopen any assignment after it closes.

Withdrawal Policy: The student must notify the instructor if he or she desires to withdraw from the course before the final date of withdrawal from a course with a grade of “W” (check the PJC Calendar and Student Handbook for specific withdrawal dates for each semester). Students wishing to withdraw from a course should initiate the withdrawal by

- logging into MyPJC,
- Once in MyPJC, select the STUDENT Tab,
- Select Reports and Form Admin on the left menu,
- Scroll down and select the Withdrawal Form.
- Select the course you are requesting to drop,
- Select if you receive financial aid,
- Click Go to the next page,
- Select the reason for the withdrawal.
- Check the box indicating you certify the form,
- Select Submit.

It is to be noted that all drops must be processed before the semester withdrawal date (**November 12th**) to receive a grade of “W”. After the official withdrawal date, a student cannot withdraw from a course with a grade of “W”.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI)

Ethical Considerations and Consequences for Misuse: The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process: Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use: Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- Example of permitted use: Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- Example of prohibited use: Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements: When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification: The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt: If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook. You may contact the Student Advising & Counseling Center at (903) 782-0426 or visit <https://www.parisjc.edu/advising/accommodations.php>. Students presenting a "Letter of Accommodations for timed assignments and exams who choose not to utilize their approved accommodations must sign an accommodation waiver. Students with oral testing accommodations should arrange details with their instructor at least two weeks before an exam.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be informed of the change by course messages inside the course in Blackboard.

PSYC 2314 Class Schedule/Study Schedule:

***The instructor may adapt or adjust the syllabus schedule as needed.

DATE	DISCUSSION/CLASS ACTIVITIES	ASSIGNMENTS/EXAMS Due Dates and Closure Dates	Points
August 28	Introduction to Course and Syllabus Review	- Read the Syllabus - First Assignment Quiz—online--DUE - Course-Specific Content (Syllabus) Quiz – online--DUE - Statement of Acknowledgement – online--DUE	2 points EC 7 points EC 1 point EC
August 30	Introduction to Course and Syllabus Review	- Set up PEARSON/REVEL Access – online - Read—How to Navigate PowerPoints for Blackboard and PEARSON/REVEL - Blackboard & REVEL Acknowledgment	1 Point 1 Point
August 30	APA Study Habits Survey	- Study Habits Survey- online - APA Presentation—online PowerPoint - APA Quiz – online	17 Points 15 Points
September 6	Read Chapter 1	Chapter 1 PEARSON/REVEL Reading Quizzes –online – due/closes	45 Points
September 6	Chapter 1 Study Habits Survey APA Quiz	- Study Habit Survey closes - APA Quiz Closes	30 Points
September 13	Chapter 2	Chapter 2 PEARSON/REVEL assignment – online – due/closes	15 Points
September 13	Section 1 Discussion Chapters 1 & 2	Section 1 Discussion—online -- <u>Closes</u>	34 Points
September 13		Quiz A – online – is due at 11:59 PM, Central Standard Time.	12.5 Points
September 20	Read Chapter 3	Chapter 3 PEARSON/REVEL assignment -- online – due/closes	45 Points
September 20	Read Chapter 4	Chapter 4 PEARSON/REVEL assignment – online – due/closes	45 Points
September 20	Chapters 3 & 4 Chapters 1, 2, 3, & 4	- Quiz B – Chapters 3 & 4 – online – 11:59 PM, Central Standard Time - All Section 1 coursework Closes (Online Quizzes, etc.) for Section 1 must be submitted by 11:59 PM, Central Standard Time	12.5 Points
September 27	Read Chapter 5	Chapter 5 PEARSON/REVEL assignment – online – due/closes	45 Points
October 4	Read Chapter 6	Chapter 6 PEARSON/REVEL assignment – online – due/closes	45 Points
October 4	Section 2 Discussion Quiz C	- Section 2 Discussion—online—Closes - Quiz C-Ch. 5 & 6-online-11:59 PM. CST	33 Points 12.5 Points

October 11	Read Chapter 7	Chapter 7 PEARSON/REVEL assignment – online – due/closes	45 Points
October 11	Chapters 7 & 8	Chapter 8 PEARSON/REVEL assignment – online – due/closes	45 Points
October 11	Chapters 5, 6, 7, & 8	- Study/Prepare for the Midterm Exam - Quiz D – chapters 7 & 8 – online—11:59 PM, Central Standard Time - All Section 2 Coursework Closes (Online quizzes, etc.). Section 2 coursework must be submitted by 11:59 PM CST.	12.5 Points
October 14	Midterm Exam (Chapters 1-8)	Midterm Exam – Online OPENS-October 7 th -----CLOSES-October 14 th	100 Points
October 25	RAC Assignment Midterm Exam Preparedness Survey Read Chapter 9	- Ethnocentric Assignment (RAC Quiz) – online - Midterm Exam Preparedness Survey—online - Chapter 9 PEARSON/REVEL assignment – online – due/closes	15 Points 17 Points 45 Points
November 1	Chapter 9 Section 3 Discussion Read Chapter 10 Chapters 9 & 10	- Section 3 Discussion –online—closes - Chapter 10 PEARSON/REVEL assignment – online – due/closes - QUIZ E-Ch. 9 & 10-Online-11:59 PM, CST	33 Points 45 Points 12.5 Points
November 15	Read Chapters 11 & 12 Midterm Exam Preparedness Survey Ethnocentrism/RAC assignment	- Chapters 11 & 12 PEARSON/REVEL assignment – online – due/closes - Midterm Exam Preparedness Survey Closes ----- -- Closes	90 Points
November 15	Chapters 9, 10, 11, & 12	- Quiz F – Chapters 11 & 12 – online – 11:59 PM, Central Standard Time - All Section 3 coursework Closes (Online Quizzes and surveys) for Section 3 must be submitted by 11:59 PM, Central Standard Time	12.5 Points
December 6	Chapters 13, 14, & 15	Chapters 13, 14, & 15 PEARSON/REVEL assignment – online – due/closes	135 Points
December 6	Chapters 13, 14, & 15 Cross-Cultural Psychology Assignment	Cross-Cultural Psychology Assignment – online – due	20 Points
December 6	Chapters 13, 14, & 15 Final Exam Preparedness	Final Exam Preparedness Survey	16 Points
December 6	Review for Final Exam	- Quiz G– Chapters 13, 14, & 15, 11:59 PM, Central Standard Time - All Section 4 coursework closes (Online Quizzes, final survey, Cultural Psychology Assignment) for Section 4; must be submitted by 11:59 PM, Central Standard Time.	25 Points
TBD	Core Psychology Assessment (SLO)	Core Psychology Assessment/ SLO Assignment	20 EC Points

December 9	<i>THE Final Exam (Chapters 9 – 15)</i>	• Final Exam – Due –Online • OPENS-December 7 • CLOSES-December 9	• 100 Points
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Non-discrimination clause: Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

BIOL 2401
Anatomy and Physiology 1
Fall 2026

Instructor: Jennifer Hudson

Office: MS 210B

Phone: 782-0319 ex. 1369

Email: jhudson@parisjc.edu

Office Hours: M-8:30-9:30, 10:45-3:00, T&H-7:30-8:00, 10:45-4:00, W-7:30-9:30, 10:45-4:00

Meeting Location: MS 214

Meeting Days: M, W

Meeting Times: 9:30- 10:45

Course Description:

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

The lab provides a hands-on learning experience for the exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Welsh Connect for Hole's Anatomy and Physiology w/Proctorio+ 16e**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

Course Goals and Objectives:

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Requirements and Evaluation:

4 Unit Exams & 1 Comprehensive Final	50% of course grade
Lab – Virtual MGH Connect	50% of course grade

100%

Power of the Final

The Final Exam can replace a missed or low Unit Exam score.

All homework and laboratory assignments will be accepted on the due date. Late work or extensions are not given unless you have a **verifiable and unavoidable** excuse. The last day to drop the course with a grade of W is **November 12**. If circumstances require you to withdraw from this course, you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F. All labs are completed through blackboard. You will have unlimited attempts.

Required Activity:

All students must complete the syllabus quiz located in the "Start here" section of Blackboard by 11:59 p.m. on August 30. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

I expect every student to come to class prepared to interact with the instructor and other students by listening, discussing, questioning, and taking notes relating to the topic. All students will need a notebook and pens or pencils Tests must be taken with a #2 pencil. Bring a scantron form and your pencil to every test. The required scantron can be found in the PJC Book Store; the scantron number you need is **#882e**.

Respect your classmates' right to an education.

Give your full attention to the course and anyone speaking to the class as a whole. Avoid creating distractions - do not arrive late, leave during class (unless you have an emergency), pass notes, do any other work, or conduct private conversations during class. Students who persist in these behaviors may be asked to leave the class. Don't bring visitors unless approved by the instructor—no food /or beverages to class. Please turn off or silence all cell

phones *before* coming into the classroom. No physical violence or threats of physical violence will be tolerated.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 12**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

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Complaint Procedures:

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responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

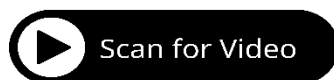
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan: Date subject to change

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-24, 8-26	Ch. 1	Lecture questions, Labs
8-31, 9-2	Ch. 2	Lecture questions, Labs
9-9, 9-14	Ch. 3	Lecture questions, Labs
9-16	Test- Unit 1	
9-21, 9-23	Ch. 4	Lecture questions, Labs
9-28, 9-30, 10-5	Ch. 5	Lecture questions, Labs
10-7, 10-12	Ch. 6	Lecture questions, Labs
10-14	Test- Unit 2	
10-19, 10-21	Ch. 7	Lecture questions, Labs
10-26, 10-28	Ch. 8	Lecture questions, Labs
11-2, 11-4	Ch. 9	Lecture questions, Labs
11-9	Test- Unit 3	
11-11, 11-16	Ch. 10	Lecture questions, Labs
11-16, 11-18	Ch. 11	Lecture questions, Labs
11-23, 11-30	Ch. 12	Lecture questions, Labs
12-2	Test- Unit 4	
12-7	Review	
12-9	Final	

BIOL 2401
Anatomy and Physiology 1
Fall 2026

Instructor: Jennifer Hudson

Office: MS 210B

Phone: 782-0319 ex. 1369

Email: jhudson@parisjc.edu

Office Hours: M-8:30-9:30, 10:45-3:00, T&H-7:30-8:00, 10:45-4:00, W-7:30-9:30, 10:45-4:00

Meeting Location: MS 214

Meeting Days: T, H

Meeting Times: 9:30- 10:45

Course Description:

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

The lab provides a hands-on learning experience for the exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with MGH Connect (**Welsh Connect for Hole's Anatomy and Physiology w/Proctorio+ 16e**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

Course Goals and Objectives:

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Requirements and Evaluation:

4 Unit Exams & 1 Comprehensive Final	50% of course grade
Lab – Virtual MGH Connect	50% of course grade

100%

Power of the Final

The Final Exam can replace a missed or low Unit Exam score.

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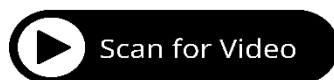
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Course Schedule/Weekly Lesson Plan: Dates subject to change

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-25, 8-27	Ch. 1	Lecture questions, Labs
9-1, 9-3	Ch. 2	Lecture questions, Labs
9-8, 9-10	Ch. 3	Lecture questions, Labs
9-15	Test- Unit 1	
9-17, 9-22	Ch. 4	Lecture questions, Labs
9-24, 9-29, 10-6	Ch. 5	Lecture questions, Labs
10-8, 10-13	Ch. 6	Lecture questions, Labs
10-15	Test- Unit 2	
10-20, 10-22	Ch. 7	Lecture questions, Labs
10-27, 10-29	Ch. 8	Lecture questions, Labs
11-3, 11-5	Ch. 9	Lecture questions, Labs
11-10	Test- Unit 3	
11-12, 11-17	Ch. 10	Lecture questions, Labs
11-19, 11-24	Ch. 11	Lecture questions, Labs
11-24, 12-1	Ch. 12	Lecture questions, Labs
12-3	Test- Unit 4	
12-8	Review	
12-10	Final	

SRGT 1441 10A0
SRGT 1441 Surgical Procedures I
Fall 2026

Instructor: Daisy Henson

Office: WTC 1048

Phone: 903-782-0729

Email: dhenson@parisjc.edu

Office Hours: Before/After Class; By Appointment

Meeting Location: WTC #1055 or TBA

Meeting Days: Thursdays

Meeting Times: 9:00am-12:00; 1:00-3:00pm

Your classes at Paris Junior College provide you with the very best educational opportunities possible. They have been very carefully planned and designed. Each class fulfills specific requirements or goals established by Paris Junior College and the Accreditation Review Committee on Surgical Technology and Surgical Assistants (ARC-STSA) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Paris Junior College is an affirmative action/equal opportunity educational institution and employer. Its students and employees are selected and/or assigned without regard to their race, color, age, sex, disability, or national origin, consistent with Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Higher Education Acts as Amended in 1972, and with Executive Order 11246 as Amended by Executive Order 11375.

COURSE DESCRIPTION:

SRGT 1441 is an introduction to surgical pathology and related surgical procedures. Emphasis is on surgical procedures within the GENERAL, ORTHOPEDIC, OB/GYN, EENT and GENITOURINARY surgical specialties, incorporating anatomy, procedure, instrumentation, equipment, and supplies for safe patient care.

Course Credit: SRGT1441 (4.3.2): 4 SH = 3 lecture and 2 laboratory hours per week.

TSI Requirements: College-level *Math, Reading, Writing* assessment complete or exempt.

Prerequisites: Successful completion of both, SRGT 1405 and SRGT 1409 with a “C” or better within the same semester (SRGT courses C=75-80%).

Co-requisite: This course requires concurrent enrollment in SRGT 2461, and both courses must be passed with a “C” or better within the same semester (SRGT courses C=75-80%).

Course Rationale: SRGT 1441 is designed to prepare the student to enter the surgical environment with entry-level knowledge.

Course Relevance to Professional Outcome:

This course and related content constitute a portion of the accredited core-curriculum related to the Surgical Technology profession approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and is offered in conjunction with additional program content. Successful completion of program content intends to convey eligibility to pursue professional credential via national board examination*; however, in accordance with HB1508 of the State of Texas, be advised that personal criminal records could prevent state licensure or limit future employment opportunities. If you have questions regarding background information, please speak with a faculty member or department chair. You have the right to request a criminal history evaluation letter from the licensing agency when applicable.

*Licensure or credentialing examination results will vary by individual and may determine professional outcome.

Required Textbook(s) and Materials:

Surgical Technology for the Surgical Technologist A Positive Care Approach 2024, 6th ed. Caruthers, Delmar Publishing.

Study Guide for Surgical Technology for the Surgical Technologist 2024. Junge, Delmar Publishing. (Note: Electronic Access Code and E-book bundle, ISBN 9780357625804); Printed Hardback Option, ISBN: 9780357625736 at additional cost.

Recommended Textbook(s) and Materials:

Surgical Instrumentation: An Interactive Approach, Nemitz, 4th ed. Elsevier Publishing. ISBN:978-0-323-77693-6

Medical Dictionary: **Either**, *Mosby's Medical, Nursing, & Allied Health Dictionary*, **or** *Taber's Cyclopedic Medical Dictionary* (any recent edition).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Goals and Objectives:

Given textbook, classroom discussion, appropriate handouts, and laboratory practicum, the student will have accomplished the following course outcomes:

1. Relate the relevant anatomy and pathology to indications for selected surgical procedures.
2. Summarize patient preparation for selected surgical procedures.
3. Select appropriate instruments, equipment, supplies and continue to utilize basic concepts of pharmacology for selected surgical procedures.
4. Reconstruct the sequence for selected surgical procedures.
5. Identify expected outcomes and possible complications for selected procedures.
6. Demonstrate professional accountability by providing safe effective care.

Course Schedule: (see below)

IT Support: techsupport@parisjc.edu (DragonMail, Dragon Alerts, On-Line Courses, etc.)

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access.

Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Course Requirements and Evaluation:

The student will demonstrate a broad understanding of surgical intervention techniques within multiple specialties. Commensurate to online, classroom, and laboratory experience, students will be subject-to rubric-based evaluations related to instrument-recognition, equipment and supply needs, and surgical-case maintenance. Rubric-based evaluations of retained knowledge regarding common surgical procedures of various specialties will contribute to final-grade computation.

Grading Criteria:

In order to pass SRGT 1441, the student must achieve a final average grade of 70 or higher. The final grade average will consist of:

4-5 Exams (averaged)	60%
Daily Grades (averaged)	20%
Comprehensive Final Exam	20%

Daily grades may consist of written assignments, graded on-line assignments, critical thinking exercises, lab exercises, and unannounced quizzes (if you are absent, an unannounced quiz **cannot** be made-up). Many Lab Activities must be completed in a safe manner and assessed through demonstration.

Late assignments will have 10 points deducted for every class day that it is late.

If you miss an exam, you must contact the instructor as soon as possible. Make-up exams may be compiled in a different format (i.e. fill in the blank or essay).

Students who have unsatisfactory progress in the classroom will be given written notification and a plan for remediation will be completed.

Course Policies:

See course-specific Course Requirement/Evaluation, Attendance, and Conduct statements contained in this syllabus. Students are also expected to read and abide by all policies contained in the PJC Student Handbook and **Surgical Technology Student Handbook**.

All course-related tuition, fees, and state-mandated immunization expenses are the student's responsibility. It is college policy that each student in the program assumes financial responsibility for his/her own health care. Personal medical insurance is recommended.

To All Health Occupation Students:

COVID-19 Vaccination Requirements: All clinical facilities receiving federal funds (Medicare, Medicaid, etc.) have mandatory immunization policies in place, requiring COVID vaccination or a Record of Exemption status. Policies and implementation method (exemption forms, record-keeping, etc.) varies by institution, and multiple exemption requests may be necessary if the federal individual vaccination record is not available.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student and require an institutional withdrawal form with instructor signature. The student is expected to consult appropriate faculty and financial-aid advisors prior to submitting the form to the Student Records Office for processing. The last day for a student to withdraw from a

course with a grade of “W” is **Thursday, November 12, 2026**. Failure to take the final exam as assigned/scheduled will result in a grade of "F" in the course. There are no “excused” absences, all are recorded and after 2 absences in a single semester, a student conference is mandatory and disciplinary action may be taken. Please see the Surgical Technology Student Handbook for further details regarding absences and tardiness.

Classroom/Lab/Clinical Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod headphones, etc. before entering the classroom/laboratory or clinical patient-care areas. No obscene/vulgar language will be permitted in the classroom/laboratory or clinical setting. Professional behavior, including appropriate communication, proper hygiene, timely-attendance, surgical attire (including PPE), patient confidentiality, and appropriate student identification are expected. Clinical activities and presence MUST be properly supervised, and financial compensation for clinical activities is prohibited. Be aware of inherent risks always associated with the OR environment and/or training laboratories and take appropriate precautions as necessary. Potential risks include, but are not limited to: exposure to blood borne pathogens and other infectious materials, fire/electrical hazard, fall and lifting hazards, sharps injury, chemical exposure, exposure to ionizing radiation, LASERs, etc. Faculty reserves the right to drop/withdraw a student from the program for violations of the Student Conduct Policy as listed in the PJC Student Handbook and/or Surgical Technology Student Handbook.

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Artificial intelligence:

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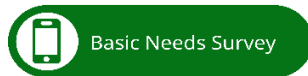
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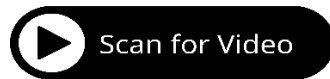
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SRGT 1441 FALL 2026

SCHEDULE

<u>WEEK</u>	<u>LECTURE CONTENT</u>	<u>EXAMS and Assignments Due</u>	<u>Procedures / Lab (exemplar, actual TBA)</u>
08/27	Orientation, syllabus Unit I - GENERAL Clinical Requirements	Read Ch 16	
09/03	Unit I continued (STST Ch. 16) Clinical Begins: Monday 08/31/26		Open Cholecystectomy with cholangiogram (IOC) CBDE with choledochoscopy; “T”-tube Laparoscopic cholecystectomy (IOC)
09/10	Unit I continued		Small bowel resection Gastric bypass Colonoscopy Colectomy ,Colostomy, APR Open/Laparoscopic appendectomy
09/17	Unit I continued	DA#1-3	Herniorrhaphy (umbilical, ventral, incisional, and inguinal) Breast Biopsy, Lumpectomy, Mastectomy, Thyroidectomy
09/24	Unit II – ORTHOPEDICS (STST Ch. 23)	Unit I Exam Ch16 WB Chapter 16 Read Ch 23 DA#4-6	Orthopedic instruments External fixation, ORIF Verbalize adjustments for: Bone graft, Colles’ fracture, AKA, BKA
10/01	Unit II continued	DA#7-9	Carpal Tunnel Release, Rotator cuff repair Verbalize adjustments for: Shoulder arthroscopy / arthroplasty (TSA)
10/08	Unit II continued	DA#10-12	Total Knee Arthroplasty, Total Hip Arthroplasty Verbalize adjustments for Knee Arthroscopy

10/15	Unit III – OB/GYN (STST Ch. 17)	Unit II Exam Ch23 WB Chapter 23 Read Ch 17 DA#13-15	Colposcopy, Hysteroscopy, Laparoscopy Cesarean Section, TAH w/ BSO Verbalize adjustment for: Ectopic pregnancy resolution, Micro tubal re-anastomosis, Pelvic exenteration
10/22	Unit III continued	DA#16-18	Vaginal hysterectomy w/ A&P repair, D & C w/ cone biopsy (LEEP vs “cold-cone”) Verbalize adjustments for: Endometrial ablation, Vulvectomy, Balloon therapy, Laparoscopic assisted vaginal hysterectomy
10/29	Unit IV – Eye/ ENT (STST Ch. 18 and Ch 19)	Unit III Exam Ch17 WB Chapter 17 Read Ch 18-19 DA#19-21	Strabismus Correction, Cataract Extraction, Vitrectomy, Enucleation
11/05	Unit IV continued	DA#22-24	T & A, BMT, Caldwell-Luc, Parotidectomy, UPPP, Laryngoscopy, Thyroglossal Duct Cystectomy Radical Neck Dissection
11/12	Unit IV continued	DA#25-27	
11/12	<u>LAST DAY TO WITHDRAW</u>		
11/19	Unit V – Urology (STST Ch. 22)	Unit IV Exam WB Chptrs.18 &19 Read Ch 22 DA#28-30	Cystoscopy, Circumcision Verbalize adjustments for: Orchiopexy, Vasectomy Nephrectomy Verbalize adjustments for Adrenalectomy
11/25-27	Holiday	Holiday	Holiday
12/03	Unit V – continued	DA#31-32	
12/08 TUESDAY	No clinical this week, unless make-up. Review old exams. Deadline for submitting any late assignments.	WB Chapter 20 DA#33-35 COMPREHENSIVE FINAL EXAM as scheduled	FINAL EXAM week Clinical make-up days Submit any late assignments
12/10	Class does NOT meet unless taking final		

The above schedule, policies, procedures and assignments in this course are subject to change in the event of extenuating circumstances.

STST = *Surgical Technology for the Surgical Technologist A Positive Care Approach 2017*, 6th ed. Caruthers, Delmar Publishing. (Course Textbook)

WB = Study Guide (Work Book) to accompany the above text.

DA = “Daily Assessment” forms; Clinical documentation form completed by student and assigned preceptors.

Unit I: General Surgery (STST Chapter 16)

Select Key Terms; Introduction; Equipment and Supplies; Abdominal Incisions; Procedural-Related Anatomy/Pathology, Incisions, and Step-by-Step Considerations; Hernia Types and Characteristics; Principles of Bowel Resection/Anastomosis/Diversion (i.e. colostomy); Surgical Procedures: Herniorrhaphy (variations: open/laparoscopic, incisional, inguinal, umbilical, hiatal, etc.), Nissen Fundoplication (open/laparoscopic/robotic-assist), Gastrectomy (diversions: Billroth, gastrostomy); Appendectomy (open/laparoscopic), Small Bowel Release (running-technique, lysis of adhesion, Roux-en-Y anastomosis); Colon Resection (colostomy), Anorectal Procedures (fissure, fistula, pilonidal cyst, hemorrhoidectomy); Liver Resection, Cholecystectomy (open/laparoscopic/robotic-assist, IOL), Pancreaticoduodenectomy (Whipple), Splenectomy (open/laparoscopic), Breast Biopsy (sentinel-node/localization), Modified Radical Mastectomy (node-dissection, vs Radical/Simple), Thyroidectomy.

Unit II: Orthopedic Surgery (STST Chapter 23)

Select Key Terms; Bone and Bone Tissues (types, joints, physiology, healing factors/complications); Equipment and Supplies; Patient Positioning and Draping; Procedural-Related Anatomy/Pathology (arthritis, fractures, and diagnostic procedures); Incisions, and Step-by-Step Considerations; Surgical Procedures: Shoulder Arthroscopy, Bankart Shoulder Dislocation Relief (open/arthroscopic), Shoulder Replacement (total arthroplasty), Rotator Cuff Repair (RCR) with Acromioplasty (open/arthroscopic), Colles' Radius Fracture Fixation (external-fixation/ORIF), Hip Replacement (total arthroplasty), Femoral Neck Fracture Fixation (ORIF), Femoral Shaft Fracture Fixation (external/ORIF), Knee Arthroscopy, Knee Replacement (total arthroplasty), Ligament Repair (ACL, open/arthroscopic), Leg

Amputations (AKA, BKA), Tenorrhaphy (achilles), Joint Fusion (ankle-triple arthrodesis), Bunionectomy (various techniques)

Unit III: Gynecological and Obstetrical Surgery (STST Chapter 17)

Select Key Terms; Introduction; Equipment and Supplies; Patient Positioning, Prep and Draping; Procedural-Related Anatomy/Pathology and Step-by-Step Considerations; Surgical Procedures: Cervical Biopsy, Cervical Cerclage (Shirodkar's), Cesarean Section (c-section), Perineal Laceration, Sterilization Procedures (tubal ligation, ablation, etc.), Ectopic-Pregnancy, Tuboplasty, Diagnostic Laparoscopy, Hysteroscopy, Marsupialization of Bartholin's gland (cystectomy), Vulvectomy, Labioplasty, Dilation and Curettage (D&C), Oophorectomy, Salpingectomy, Ablation of Condylomata, Endometrial Ablation, Myomectomy, Hysterectomy (vaginal, laparoscopic, total abdominal, robotic-assist), Uterine Radiation Seeding, Wertheim Procedure, Total Pelvic Exenteration, Anterior and Posterior (A&P) Repair (colporrhaphy).

Unit IV: Eye and Otorhinolaryngologic (EENT) Surgery (STST Chapters 18 and 19)

Select Key Terms; Introduction; Equipment and Supplies, Patient Positioning, Prep and Draping; Procedural-Related Anatomy/Pathology and Step-by-Step Considerations; Surgical Procedures: Chalazion Excision, Entropion/Ectropion Repair, Iridectomy, Strabismus Correction (recession, resection), Scleral Buckle, Dacryocystorhinostomy, Enucleation, Keratoplasty, Extracapsular Cataract Extraction, Traumatic Laceration Repair, Myringotomy (i.e. tube placement, BMT), Tympanoplasty, Mastoidectomy, Stapedectomy, Cochlear Implant, Septoplasty, Turbinectomy, Nasal Polypectomy, Choanal Atresia, Endoscopic Sinus Surgery (FESS), Nasal Antrostomy, Tonsillectomy and Adenoidectomy (T&A), Parotidectomy, Uvulopalatopharyngoplasty (UPPP), Laryngectomy, Radical Neck Dissection (mandibulectomy); Glossectomy (supplemental text), Temporomandibular Joint (TMJ) Arthroplasty (arthroscopy), Tracheotomy/Tracheostomy.

Unit V: Genitourinary Surgery (STST Chapter 22)

Select Key Terms; Introduction; Diagnostic Procedures and Tests (H&P, Laboratory, Radiology, Biopsy, Endoscopy); Equipment and Supplies, Patient Positioning, Prep and Draping; Procedural-Related Anatomy/Pathology and Step-by-Step Considerations; Surgical Procedures: Wilm's Tumor Excision (Adrenalectomy), Nephrectomy, Kidney Transplant, Ureteroscopy, Ureteropyelithotomy, Transurethral Resection of Bladder Tumor (TUR-BT), Cystectomy with Ileal Conduit, Bladder Neck Suspension Procedures (pubovaginal sling, vesicourethral suspension (Marshall-Marchetti-Krantz, MMK), TVT/sling), Transurethral Resection of Prostate (TURP), Prostatectomy (radical, suprapubic, laparoscopic, robotic-assist), Prostate Seeding (radiation implant), Hydrocelectomy, Orchiopexy, Orchiectomy, Circumcision, Hypospadias/Epispadias Repair, Penile Implant, Penectomy.

EDUC1100.20E0
Learning Framework
Fall 2026 Sub Term A

Instructor: Dr. Lanny Mathews
Office: MS 111E
Phone: 903-782-0237
Email: lmathews@parisjc.edu
Office Hours: Online

Meeting Location: Online
Meeting Days: Online
Meeting Times: By Appt.

Course Description:

EDUC - (Education) EDUC 1100 Learning Framework (1 SCH version) A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300) Note: (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.)
Prerequisite(s): None

Required Textbook(s) and Materials:

Our textbook for this class is *College Success* by OpenStax (2020).

A copy of this book can be found under the Start Here tab in your Black Board system.

Course Goals and Objectives:

EDUC Program Student Learning Outcomes:

1. Understand the importance of goal setting and build decision-making and goal setting skills.
2. Complete an inventory to determine personality type.
3. Develop critical thinking skills.
4. Complete a learning inventory and identify your personal learning style.
5. Understand the educational degree requirements for different types of careers and occupations.
6. Complete an interest inventory to determine matches between your interests and skills and occupations and degrees.

7. Complete a degree plan in the certificate or degree area you plan to pursue.
8. Understand the causes of stress and ways to manage stress.
9. Understand how diet, nutrition, exercise and physical fitness affect your life.
10. Develop note taking skills.
11. Develop study skills.
12. Understand test taking strategies.
13. Develop time management skills.
14. Understand money, banking, and credit.
15. Understand basic saving and investing principles.
16. Understand a resume.
17. Understand basic job interview skills.
18. Understand the benefits of service learning and citizenship responsibilities.
19. Develop team building skills.
20. Develop problem solving skills.

Course Map Table: CT-Critical Thinking, COM- Communication Skills, EQS- Empirical & Quantitative Skills, TW- Teamwork, PR- Personal Responsibility, SR- Social Responsibility

Course Objective	Program Outcome (PLO)	Texas Core Objective	Assignments / Modules
1. Goal setting & decision-making	PLO 1, PLO 5	CT, PR	Module 1 – Ch. 1–2 Assignment & Quiz
2. Personality inventory	PLO 1	CT	Module 1 Assignment
3. Critical thinking skills	PLO 3	CT	All Module Quizzes; Final Project
4. Learning inventory & learning style	PLO 2, PLO 5	CT, PR	Module 2 – Ch. 3–4 Assignment
5. Degree requirements for careers	PLO 4	CT	Module 2 Assignment
6. Interest inventory for careers	PLO 4	CT	Module 3 – Ch. 5–6 Assignment
7. Complete a degree plan	PLO 4	CT, COM	Module 5 – Final Project
8. Stress & stress management	PLO 1	PR	Module 3 Assignment

9. Diet, nutrition, exercise & fitness	PLO 1	PR	Module 3 Quiz
10. Note-taking skills	PLO 2	CT	Module 2 Assignment
11. Study skills	PLO 2	CT, PR	Module 2 Assignment
12. Test-taking strategies	PLO 2	CT	Module 4 Assignment
13. Time management	PLO 2, PLO 5	PR	Module 4 Assignment
14. Money, banking & credit	PLO 5	CT, EQS, PR	Module 4 Quiz
15. Saving & investing	PLO 5	CT, EQS	Module 4 Assignment
16. Understand a resume	PLO 4	COM	Module 5 – Final Project
17. Job interview skills	PLO 4	COM, PR	Module 5 – Final Project
18. Service learning & citizenship	PLO 5	SR, PR	Module 4 Assignment
19. Team-building skills	PLO 5	TW	Module 3 Assignment
20. Problem-solving skills	PLO 3	CT	All quizzes; Final Project

Course Requirements and Evaluation:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD) 8/30/2026. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Course Requirements and Evaluation:

Grading Scale (Total: 1,385 points)

Percentage Point Range Letter Grade

100–90%	1385 – 1247	A
89–80%	1246 – 1108	B
79–70%	1107 – 970	C
69–60%	969 – 831	D
59–0%	830 – 0	F

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is 10/1/2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI)**Ethical Considerations and Consequences for Misuse**

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

Multi-Factor Authentication (MFA) Requirement for Students

To help protect student accounts and personal information, students are required to use **Multi-Factor Authentication (MFA)** when accessing college systems and online resources. MFA adds an extra layer of security by requiring users to verify their identity through a second method, a Microsoft Authenticator mobile app notification in addition to their password.

How to Use MFA:

1. Log in to your college account using your username and password.
2. When prompted, verify your identity using the Microsoft Authenticator app.
3. Approve the sign-in request to gain access to your account.
4. Using the Microsoft Authenticator app, ensure notifications are enabled on your mobile device.
5. Never approve an authentication request that you did not initiate. Report suspicious login attempts to PJC Tech Support immediately.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Assignments List:

Module	Assignments Due	Completed
Start Here Tab or top of page	First Assignment Syllabus Quiz	☐
Module 1 – Foundation in Goal Setting & Self-Assessment	Time Management and Task Prioritization Assignment	☐
	Test 1	☐
	Discussion 1	☐
Module 2 – Personality Insights & Critical Thinking Foundations	Critical Thinking Scenario Assignment	☐
	Test 2	☐
	Discussion 2	☐
Module 3 – Learning Strategies, Note Taking & Study Skills	Choice Board	☐
	Studying, Memory, and Testing Assignment	☐
	Test 3	☐
	Discussion 3	☐
Module 4 – Time Management & Test Taking	AI Task Management Assignment	☐
	Midterm	☐
Module 5 – Career Exploration & Stress Management	Career Path Assignment	☐
	Test 4	☐
	Discussion 4	☐
Module 6 – Stress Management & Wellness	Wellness Break Assignment	☐
Module 7 & 8 – Final	Final Career Path Assignment	☐

ITSY 1300.20E0
Fundamentals of Information Security
Fall 2026

Instructor: Pat Watson
Office: Online
Phone:
Email: pwatson@parisjc.edu
Office Hours:

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed. 3 Credit Hours 2 Lecture Hours and 4 Lab Hours

Required Textbook(s) and Materials:

Cengage Unlimited

Whitman/Mattord's Principles of Information Security, 7th Edition
Michael E. Whitman; Herbert J. Mattord

Course Goals and Objectives:

Upon successful completion of this course, students will:

1. Outline best practices for the information security goals of confidentiality.
2. Integrity and availability
3. Explain ethical practices.
4. Define vocabulary/terminology related to information security.

Course Requirements and Evaluation:

All quizzes and assignments will remain open. A zero will be entered as the grade for any quiz, assignment or exam not completed. Once closed, quizzes, exams, and projects will not be re-opened for any reason.

We will be submitting midterm grades this semester. Everything that is due by midterm must be submitted by the due date.

To ensure academic integrity, this course requires students to take a proctored Midterm or Final Exam at a Paris Junior College testing facility.

The following formula/criteria will be used to determine your Final Course Grade:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

This course meets Online. Assignments must be completed via the Internet through the Blackboard [Bb] Learning Management System and Cengage MindTap.

Email Response Time: If you send an email Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday with the exception of holidays and closures.

If you experience technical difficulties, logging into your Bb course contact techsupport@parisjc.edu Customer service information for Cengage is located on your Cengage login page.

Open labs are available on each campus.

Paris:

- The Learning Center 903-782-0415
- Monday-Wednesday: 7:30 a.m. - 9 p.m.
- Thursday: 7:30 a.m. - 6 p.m.
- Friday: 8 a.m. - 4 p.m.
- Saturday: Closed
- Sunday: 5 p.m. to 9 p.m.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **September 1, 2026**.

Class Conduct:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that

informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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You can return to your normal activities when, for at least 24 hours, both are true:

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2. You have not had a fever (and are not using fever-reducing medication).

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

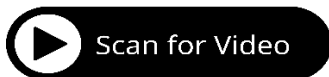
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Aug. 24	Introduction to the Course	First Assignment & Introduction
Aug. 27	Module 1: Introduction to Information Security	Assignment, Critical Thinking & Quiz
Aug. 31	Module 2: The Need for Security	Assignment, Critical Thinking & Quiz
Sept. 4	Module 3: Legal, Ethical, and Professional Issues in Information Security	Assignment, Critical Thinking & Quiz

Sept. 7	Module 4: Planning for Security	Assignment, Critical Thinking & Quiz
Sept. 10	Module 5: Risk Management & Module	Assignment, Critical Thinking & Quiz
Sept. 14	Module 6: Security Technology: Access Controls, Firewalls, and VPNs	Assignment, Critical Thinking & Quiz
Sept. 17	Module 7: Security Technology: Intrusion Detection and Prevention Systems, and Other Security Tools – Midterm Grades	Assignment, Critical Thinking & Quiz
Sept. 21	Module 8: Cryptography	Assignment, Critical Thinking & Quiz
Sept. 24	Module 9: Physical Security	Assignment, Critical Thinking & Quiz
Sept. 28	Module 10: Implementing Information Security	Assignment, Critical Thinking & Quiz
Oct. 1	Module 11: Security and Personnel	Assignment, Critical Thinking & Quiz
Oct. 5 - 8	Module 12: Information Security Maintenance	Assignment, Critical Thinking & Quiz
Oct. 12 - 15	Final Exam Review	Final Exam Review
	Final Exam	Final Exam

ITSY 2301.20E0
Firewalls and Network Security
Fall 2026

Instructor: Pat Watson
Office: Online
Phone:
Email: pwatson@parisjc.edu
Office Hours:

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

Identify elements of firewall design, types of security threats and responses to security attacks. Use Best Practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities. 3 Credit Hours
2 Lecture Hours and 4 Lab Hours

Required Textbook(s) and Materials:

Jones and Bartlett Learning

Navigate 2 eBook Access for Network Security, Firewalls, and VPNs with Cloud Labs
Third Edition

ISBN: 9781284184655

J.Michael Stewart; Denise Kinsey, PhD, CISSP, PMP

Course Goals and Objectives:

- Demonstrate system security skills through firewall implementation and testing
- Use system tools, practices, and relevant technologies to implement a security plan
- Evaluate practices, tools, and technologies to identify security breaches, sources of attacks, and protect mission critical systems.
- Establish an appropriate level of security based on an analysis of security logs.
- Use relevant tools to secure a network, respond to and follow up on various types of attacks

Course Requirements and Evaluation:

All quizzes and assignments will remain open. A zero will be entered as the grade for any quiz, assignment or exam not completed. Once closed, quizzes, exams, and projects will not be re-opened for any reason.

We will be submitting midterm grades this semester. Everything that is due by midterm must be submitted by the due date.

To ensure academic integrity, this course requires students to take a proctored Midterm or Final Exam at a Paris Junior College testing facility.

The following formula/criteria will be used to determine your Final Course Grade:

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete

the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

This course meets Online. Assignments must be completed via the Internet through the Blackboard [Bb] Learning Management System and Cengage MindTap.

Email Response Time: If you send an email Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday with the exception of holidays and closures.

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Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of “W” is **September 1, 2026.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

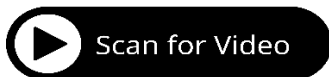
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Aug. 24	Course Intro & Ch. 1 Fundamentals of Network Security	First Assignment “Start Here” section located on Blackboard & Module 1: Labs and Quizzes
Aug. 26	Ch. 2 Network Security Threats	Module 2: Labs and Quizzes

Sept. 3	Ch. 3 Common Network Topologies and Infrastructures & Ch. 4 Network Design Considerations	Module 3 & 4: Labs and Quizzes
Sept. 7	Ch. 5 Firewall Fundamentals	Module 5: Labs and Quizzes
Sept. 9	Ch. 6 Firewall Implementation & Ch. 7 Firewall Deployment Considerations	Module 6 & 7: Labs and Quizzes
Sept. 14	Ch. 8 Configuring Firewall	Module 8: Labs and Quizzes
Sept. 16	Ch. 9 VPN Fundamentals & Midterm Grades	Module 9: Labs and Quizzes
Sept. 21	Ch. 10 VPN Management	Module 10: Labs and Quizzes
Sept. 30	Ch. 11 VPN Technologies & Ch. 12 VPN Implementation	Module 11 & 12: Labs and Quizzes
Oct. 5	Ch. 13 Firewall Security Management	Module 13: Labs and Quizzes
Oct. 7	Ch. 14 Best Practices for Network Security Management & Midterm Review	Module 14: Labs and Quizzes & Final Exam Review
Oct. 12 - 14	Final Exam	Final Exam

JLRY 1301.10B0
Jewelry Techniques
Fall 2026

Instructor: Arby Magill

Office: AS134

Phone: 903 782-0383

Email: amagill@parisjc.edu

Office Hours: By appointment and concurrent with class.

Meeting Location: AS133

Meeting Days: Mon - Thurs

Meeting Times: 8:00 am – 4:30 pm

Course Description: Introduction to the fundamentals of jewelry fabrication and repair. Emphasis on prevailing industry standards

Required Textbook(s) and Materials: All textbooks and materials required will be provided in the toolkit or in class, except for consumables.

The Complete Metalsmith by Tim McCreight ISBN 978-0871922403

Jeweler's Resource by Bruce G. Knuth ISBN 978-0964355033

Jewelry Metals by James Binnion ISBN 9780979996221

Items not supplied in the tool kit, but are highly recommended:

Minor first aid supplies, bandages, burn cream, etc.

Pen, pencil, extra fine permanent marker

Writing paper, notebook, folders, binders

A fully sealable beverage container.

A lock for your tool box.

Money for consumables including abrasive paper, solders, drills, burs, etc. Solder is not supplied but it is required. These can be purchased from the toolroom onsite, or you can purchase directly from the vendor, but it must specifically be the solder we dictate for consistency in grading.

Course Goals and Objectives: Lay out a design with appropriate metal; saw and file metal to specifications; finish to polish-ready condition; demonstrate proper use and maintenance of jewelry-making equipment; describe the characteristics of materials and supplies used.

Course Requirements and Evaluation:

Each project is listed with its start date, its due date is the next projects start date. Projects are graded on a 100 point scale, with a minimum of 70 average being needed to pass and receive any certificate or degree. The final grade for the course is a composite of project scores, counting for 70% of the grade; your work ethics score, counting for 20% of the grade; and written test scores; counting for 10% of the grade.

Required Activity:

As part of this course, *all students* are required to complete the following mandatory trainings:

1. Alcohol & Other Drugs
2. Sexual Assault Prevention for Community College Students
3. Mental Well-Being for Students

Students are responsible for completing all assigned trainings by the designated deadline. Students will receive the links for mandatory training in their student email. Proof of completion must be provided to the instructor in order to receive credit for this requirement. Failure to complete the trainings and/or provide verification of completion may result in the student not receiving a grade for this portion of the course.

Course Policies:

This is in no way intended to void, modify, or circumvent any of the policies and/or procedures contained in the Student Handbook and events calendar; but rather, is intended to define and emphasize certain of these policies as they apply to the Jewelry students.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is October 1st. An absence for any reason does not relieve a student of responsibility for any part of the work covered in the class during the period of absence. Absences are excused in the event of a personal illness or family emergency; as long as there is proper documentation. In those instances, it is the student's responsibility to provide the proper documentation; as well as, meet with the instructor in order to receive any missed assignment(s)/lectures/exams.

Door Lock

Please be aware that this classroom utilizes a door-locking system. If the student arrives after the door has been locked, the student may not be able to enter the classroom until the next designated time the door is opened. Late arrival does not guarantee immediate access to the classroom. If the student anticipates being late, it is the student's responsibility to notify the instructor as soon as possible and provide a reason for the late arrival. However, notifying the instructor does not guarantee that the student will be permitted to enter the classroom immediately. Ultimately, it is each student's responsibility to plan accordingly and arrive to class on time every day. Consistent punctuality contributes to a productive, respectful, and successful learning experience for both the student and the class as a whole."

Class Conduct:**Jewelry Program Absence Policies and Professionalism**

1. Students are expected to attend all classes on a regular and punctual basis. Students are allowed one absence per eight-week flex term, additional absences can impact the student's grade/success.
2. Students must notify instructor (amagill@parisjc.edu) via email by no later than 9:00 a.m. of the day being missed. An unexcused absence will be recorded if timely notification is not given.
3. Students with 3 unexcused absences are subject to failing the course.
4. Documented and justifiable absences may be excused. Examples of this would include memorial cards from a friend or family member's funeral, a doctor's note or a receipt from a care clinic in the case of illness of the student or a dependent.

5. Students should notify instructors before stepping out of class. Failure to do so may result in an unexcused absence.
6. Students are responsible for obtaining all notes, assignments and announcements covered during any class session they miss. The instructor will *not* provide individual make-up lectures or notes for missed classes.
7. A major part of attendance is participation, i.e. working on assigned projects. Students not participating may have an unexcused absence recorded and be removed from class for a time. This would apply to students sleeping in class, excessive talking while not working, activities on phones or watches, or any other activity keeping them or their classmates from being productive.
8. To maintain a productive learning environment, students should remain in their assigned classroom and avoid interrupting instruction or student work in other classrooms.
9. A lack of professionalism may also require the removal of a student from class. Some actions which would be considered unprofessional are: lack of respect given to the instructor or other students, coarse or prejudicial language, misuse of class equipment, working on personal projects, inappropriate attire, wearing head phones or similar items. Students lacking professionalism may have an unexcused absence recorded and be removed from class for a time.
10. Students are expected to use the hallways quietly and respectfully. Running, loitering, disruptive behavior & inappropriate language are *not* permitted, as hallways are shared learning spaces.

Friday Lab Time Requirements

1. Friday morning lab time is designated for the completion of class projects. Students with excessive absences and tardiness will need instructor approval for lab time.
2. Friday lab time begins promptly at 8:00am, and classroom entrance is not guaranteed after 8:00am.
3. Students will be asked to leave if they are talking &/or distracting other students.

Safety

1. There are certain elementary precautions that **MUST** be observed when working with sharp objects, machines/equipment or hot metals. **Therefore, all items of clothing must be of at least 50% natural fibers. Shorts, halters, open toed shoes, sleeveless shirts, hats, sweatshirt hoods, and other clothing worn on the head are not permitted in classroom areas.**
2. Cell phones and any other sound/video player or recording device(s) may not be present nor used in the polishing rooms & casting areas.
3. Students must be trained and authorized by the instructor on each piece of equipment before use.
4. The student is expected to act in a manner that will not injure any other person or damage any components, tools, equipment, instructional aids, or reference material.
5. All oral and/or written safety rules and instructions must be followed.
6. Students are required to report any accident or safety violation to the instructor as soon as possible.
7. The Safety Data Sheet (SDS) manual is located in the office of AS 126
8. Safety glasses must be worn at all times when performing operations that might cause eye injury.

Security

1. Security of the tools, supplies, and materials in the jewelry program at PJC is the responsibility of all participants. Any breach of security should be reported to an instructor immediately.
2. Students must enter and exit the classroom using the designated main entrance. Other entrances are to be used *only* in the event of an emergency.
3. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be used for personal projects or projects that are not part of an assignment approved by an instructor.
4. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be removed from the department.
5. Student access to storage rooms is prohibited except by express consent of instructor for each instance.
6. All locking cupboards containing tools, supplies, and materials are to be accessed by instructors only (whether locked or unlocked).
7. No student should handle or attempt to otherwise gather information from papers and other documents on instructor workbenches and office desk.
8. Photographs, videos, and audio recordings should not be made without permission of instructor and all parties involved.

Personal Projects

1. Students are not allowed to work on personal projects in the classroom at any time. Personal work can be confiscated by the instructor and held until the end of the semester. There should be no personal items stored in students project boxes.
2. Students will retrieve their projects from their project box in the instructors office each morning.
3. The college reserves the right to randomly check individual students project box contents.
4. Any project that the student has finished that is ready to be graded will be placed in the instructors grading box.

Personal Property and Accessories

1. Toolboxes will be kept under the students' bench when not in use. These toolboxes will be picked up and placed on top of benches at the end of each day.
2. Walk areas and isles between the benches must be kept clear for other students and the instructor. This includes returning your chair under your bench when leaving your bench.
3. Purses, backpacks, satchels, book bags, etc. - should be kept neat. **Neither PJC or faculty assumes any responsibility for loss of personal items or tools. The security of personal items and personal tools are the responsibility of the student.**

Work Benches/Classroom Maintenance

1. Each students' workspace and bench tops will be kept tidy each day.
2. Turn off each bench light & wax pen when not in use.

3. Each student is responsible for maintaining their bench and surrounding area. Any items on the floor will be picked up by the students at the end of each day and placed on top or inside of the student's bench.
4. At times designated by the instructor - all students are to participate in cleaning the classroom/workshop/lab areas.

Use of Classroom Tools and Equipment

1. Classroom tools, equipment, teaching aids, etc. are property of Paris Junior College.
2. Students may not use equipment that they have not received instruction and demonstration on in this class.
3. Students are individually responsible for the tools and equipment they use, are responsible for using them in a safe and cautious manner, & are responsible for returning them to where they belong.
4. Using a piece of equipment that is not in good working order is prohibited and such conditions should be reported to an instructor.
5. Any special tools supplied by an instructor should be returned upon request or at the end of the day.

Damage/Loss of Equipment or Other School Property

Students may incur additional charges for damage to school property, including, but not limited to: Benches; bench lamps; chairs; hand tools; equipment; supplies, etc.

Dress Code

In addition to proper dress for safety, the following requirements must be observed. These requirements are part of the overall work ethics:

1. Students without proper attire will be dismissed from class. This dismissal will have a negative effect on the student's grade for work ethics and be recorded and reported as an unauthorized absence.
2. No hats of any kind are to be worn in the lab at any time.
3. Long hair should be tied back at all times.
4. Students are expected to practice proper personal hygiene and exercise cleanliness in all things while in the classrooms/workshops.
5. Dress and Grooming: Student's attire and grooming must not materially or substantially interfere with normal school operations.
6. Protective Clothing – Safety rules and the wearing of protective clothing and equipment, i.e., safety goggles, dust mask, full face shield, apron, gloves, etc., must be followed when working with equipment, chemicals, and specialty tools. Loose clothing can be a physical hazard when operating certain equipment.

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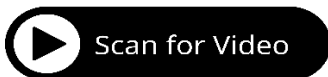
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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Lesson Plan: August 24th – September 17th

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8/24	Introductions, Expectations, and Toolbox Inventory. Check out tools	<u>Scribe/Protractor/Dividers Lecture</u> <u>Measuring/Slide Gauge Lecture</u> Reading: <i>The Complete Metalsmith</i> by Tim McCreight Chapter 3 Shaping, Piercing; Page 49 <i>Removing Metal</i> on Blackboard Saw; Pages 1-3 <i>Working Metals</i> on Blackboard, Work Hardening and Annealing, and <i>Forming Metals</i> – Rolling Mill; Pages 1 & 2 Videos: Off- Set 90° Angle; YouTube https://www.youtube.com/watch?v=Wckyesg21ic
8/25	Layout 90 degrees #101 Layout 90 degrees #102 Layout Geo. Shapes #103 <u>Job Tag</u>	<u>Jeweler's Saw-frame/Saw-blades Lecture</u> Reading: <i>The Complete Metalsmith</i> by Tim McCreight Chapter 3 Shaping, Piercing; Page 49 <i>Removing Metal</i> on Blackboard Saw; Pages 1-3 Videos: Sawing, YouTube https://www.youtube.com/watch?v=krvP-yrKUmA
8/26	Sawing #1 #104 (square with "L"s}	
Date	Project Name Project #	Lectures, Reading & Videos
8/27	Sawing #2 #105 (Curves) Saw out Job tags outline	<u>Files/Filing/Coarse Shaping Lecture</u> Video: Clickspring: 8 Old School Tips for Better Hand Filing https://www.youtube.com/watch?v=h4KaiG7CpSQ
8/31	Filing #1 #106 (right angles}	
9/1	Filing #2 #107 (Curves)	Reading: <i>The Complete Metalsmith</i> by Tim McCreight Chapter 8 Tools, Abrasive Paper; Page 158 <i>Removing Metal</i> on Blackboard Emery; Pages 7 & 8 Video: Square, YouTube https://youtu.be/uH8-pT7g5IM
9/3	Make Emery Sticks and Emery Plates	<u>Shaping/Sanding/Abrasives Lecture</u>
9/7	Labor Day	No classes, campus closed
9/8	Square: Satin Finish #108	Video: Triangle, YouTube https://www.youtube.com/watch?v=UoGEbb1-VAU

9/9	Triangle: Satin Finish #109	Hexagon, YouTube https://youtu.be/vSbrZ7nPolw
9/10	Hex: Satin Finish #110	Reading: <i>The Complete Metalsmith</i> by Tim McCreight Chapter 8 Tools, Flex-Shaft; Page 162 <i>Removing Metal</i> on Blackboard Drill; Pages 9 & 10 Video: Drilling a Hole With a Flex Shaft by Sharon Massey https://www.youtube.com/watch?v=s1WUsR48YZU
9/14	Frame: Satin Finish #111	<u><i>Flex-shaft/Drilling Lecture</i></u> <u><i>Piercing Lecture and Demo</i></u>
9/15	Written Final	
9/16	Pierce and Sand Job tag (NG)	
9/17	Last day of class	

JLRY 1302.10B0
Jewelry Techniques
Fall 2026

Instructor: Arby Magill

Office: AS134

Phone: 903 782-0383

Email: amagill@parisjc.edu

Office Hours: By appointment and concurrent with class.

Meeting Location: AS133

Meeting Days: Mon - Thurs

Meeting Times: 8:00 am – 4:30 pm

Course Description: Continue the development of jewelry fabrication skills to include precision layout, sawing, and filing; complex assembly tasks; and finishing to professional standards.

Required Textbook(s) and Materials: All textbooks and most materials required will be provided in the toolkit or in class, except for consumables.

The Complete Metalsmith by Tim McCreight ISBN 978-0871922403

Jeweler's Resource by Bruce G. Knuth ISBN 978-0964355033

Jewelry Metals by James Binnion ISBN 9780979996221

Items not supplied in the tool kit, but are highly recommended:

Minor first aid supplies, bandages, burn cream, etc.

Pen, pencil, extra fine permanent marker

Writing paper, notebook, folders, binders

A fully sealable beverage container.

A lock for your tool box.

Money for consumables including abrasive paper, solders, drills, burs, etc. Solder is not supplied but it is required. These can be purchased from the toolroom onsite, or you can purchase directly from the vendor, but it must specifically be the solder we dictate for consistency in grading.

Course Goals and Objectives: Layout complex designs; operate torches to anneal metals; solder metal components of similar and dissimilar weight; finish projects to professional standards.

Course Requirements and Evaluation:

Each project is listed with its start date, its due date is the next projects start date. Projects are graded on a 100 point scale, with a minimum of 70 average being needed to pass and receive any certificate or degree. The final grade for the course is a composite of project scores, counting for 70% of the grade; your work ethics score, counting for 20% of the grade; and written test scores; counting for 10% of the grade.

Course Policies:

This is in no way intended to void, modify, or circumvent any of the policies and/or procedures contained in the Student Handbook and events calendar; but rather, is intended to define and emphasize certain of these policies as they apply to the Jewelry students.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is October 1st. An absence for any reason does not relieve a student of responsibility for any part of the work covered in the class during the period of absence. Absences are excused in the event of a personal illness or family emergency; as long as there is proper documentation. In those instances, it is the student's responsibility to provide the proper documentation; as well as, meet with the instructor in order to receive any missed assignment(s)/lectures/exams.

Door Lock

Please be aware that this classroom utilizes a door-locking system. If the student arrives after the door has been locked, the student may not be able to enter the classroom until the next designated time the door is opened. Late arrival does not guarantee immediate access to the classroom. If the student anticipates being late, it is the student's responsibility to notify the instructor as soon as possible and provide a reason for the late arrival. However, notifying the instructor does not guarantee that the student will be permitted to enter the classroom immediately. Ultimately, it is each student's responsibility to plan accordingly and arrive to class on time every day. Consistent punctuality contributes to a productive, respectful, and successful learning experience for both the student and the class as a whole."

Class Conduct:**Jewelry Program Absence Policies and Professionalism**

1. Students are expected to attend all classes on a regular and punctual basis. Students are allowed one absence per eight-week flex term, additional absences can impact the student's grade/success.
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3. Students with 3 unexcused absences are subject to failing the course.
4. Documented and justifiable absences may be excused. Examples of this would include memorial cards from a friend or family member's funeral, a doctor's note or a receipt from a care clinic in the case of illness of the student or a dependent.
5. Students should notify instructors before stepping out of class. Failure to do so may result in an unexcused absence.
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7. A major part of attendance is participation, i.e. working on assigned projects. Students not participating may have an unexcused absence recorded and be removed from class for a time. This would apply to students sleeping in class, excessive talking while not working, activities on phones or watches, or any other activity keeping them or their classmates from being productive.

8. To maintain a productive learning environment, students should remain in their assigned classroom and avoid interrupting instruction or student work in other classrooms.
9. A lack of professionalism may also require the removal of a student from class. Some actions which would be considered unprofessional are; lack of respect given to the instructor or other students, coarse or prejudicial language, misuse of class equipment, working on personal projects, inappropriate attire, wearing head phones or similar items. Students lacking professionalism may have an unexcused absence recorded and be removed from class for a time.
10. Students are expected to use the hallways quietly and respectfully. Running, loitering, disruptive behavior & inappropriate language are *not* permitted, as hallways are shared learning spaces.

Friday Lab Time Requirements

1. Friday morning lab time is designated for the completion of class projects. Students with excessive absences and tardiness will need instructor approval for lab time.
2. Friday lab time begins promptly at 8:00am, and classroom entrance is not guaranteed after 8:00am.
3. Students will be asked to leave if they are talking &/or distracting other students.

Safety

1. There are certain elementary precautions that **MUST** be observed when working with sharp objects, machines/equipment or hot metals. Therefore, all items of clothing must be of at least 50% natural fibers. Shorts, halters, open toed shoes, sleeveless shirts, hats, sweatshirt hoods, and other clothing worn on the head are not permitted in classroom areas.
2. Cell phones and any other sound/video player or recording device(s) may not be present nor used in the polishing rooms & casting areas.
3. Students must be trained and authorized by the instructor on each piece of equipment before use.
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6. Students are required to report any accident or safety violation to the instructor as soon as possible.
7. The Safety Data Sheet (SDS) manual is located in the office of AS 126
8. Safety glasses must be worn when performing operations that might cause eye injury.

Security

1. Security of the tools, supplies, and materials in the jewelry program at PJC is the responsibility of all participants. Any breach of security should be reported to an instructor immediately.
2. Students must enter and exit the classroom using the designated main entrance. Other entrances are to be used *only* in the event of an emergency.
3. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be used for personal projects or projects that are not part of an assignment approved by an instructor.

4. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be removed from the department.
5. Student access to storage rooms is prohibited except by express consent of instructor for each instance.
6. All locking cupboards containing tools, supplies, and materials are to be accessed by instructors only (whether locked or unlocked).
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Personal Projects

1. Students are not allowed to work on personal projects in the classroom at any time. Personal work can be confiscated by the instructor and held until the end of the semester. There should be no personal items stored in students project boxes.
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1. Toolboxes will be kept under the students' bench when not in use. These toolboxes will be picked up and placed on top of benches at the end of each day.
2. Walk areas and isles between the benches must be kept clear for other students and the instructor. This includes returning your chair under your bench when leaving your bench.
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1. Each students' workspace and bench tops will be kept tidy each day.
2. Turn off each bench light & wax pen when not in use.
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5. Tools supplied by an instructor should be returned at the end of the day.

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Students may incur additional charges for damage to school property, including, but not limited to: Benches; bench lamps; chairs; hand tools; equipment; supplies, etc.

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1. Students without proper attire will be dismissed from class. This dismissal will have a negative effect on the student's grade for work ethics and be recorded and reported as an unauthorized absence.
2. No hats of any kind are to be worn in the lab at any time.
3. Long hair should be tied back at all times.
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5. Dress and Grooming: Student's attire and grooming must not materially or substantially interfere with normal school operations.
6. Protective Clothing – Safety rules and the wearing of protective clothing and equipment, i.e., safety goggles, dust mask, full face shield, apron, gloves, etc., must be followed when working with equipment, chemicals, and specialty tools. Loose clothing can be a physical hazard when operating certain equipment.

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Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

If at all possible, students should address all in class complaints or concerns with their course instructor first. If the issue is of a more sensitive nature, or if has not been resolved to the students' satisfaction, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

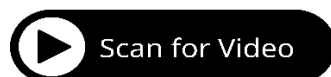
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

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Course Schedule/Lesson Plan: September 21st – October 15th

Date	Project	Lectures, Reading & Videos
DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
9/21	Polish Frame No Grade	From Filing Through Polishing Lecture Polishing Demo Reading: <i>The Complete Metalsmith</i> by Tim McCreight Chapter 2 Surfaces, Polishing; Page 46 Video: How to Properly Use a Jewelry Polishing Machine by Rio Grande https://www.youtube.com/watch?v=W7ettjTAZFM Reading: <i>The Complete Metalsmith</i> by Tim McCreight References, Circle Divider/ Divide a Circle Into Equal Parts: Page 176
9/22	Emery Star #112	Dividing a Circle Lecture Reading: Weights Comparison Guide on Blackboard <i>Jeweler's Resource</i> by Bruce G. Knuth Chapter 4 Measurement and Calculation, Systems of Measurement; Page 74 <i>Jewelry Metals</i> by James Binnion

		Chapter 8 Standards & Guidelines, Stamping & Marking Rules; Pages 115 – 118.
9/23		<u>Weights and Measures: Troy, Carats, B&S Gauge Lecture</u>
9/24		<u>Metal Purity Lecture</u> Reading: <i>The Complete Metalsmith</i> by Tim McCreight Chapter 1 Materials, Metallurgy; Pages 2 & 3 Chapter 3 Shaping, Rolling Wire; Page 51 Working Metals on Blackboard Work Hardening, Annealing, and Rolling Wire Pages 1 & 2
9/28	Polish Star #113	Reading: <i>The Complete Metalsmith</i> by Tim McCreight Chapter 4 Joinings, Soldering; Pages 70 - 76 Joining Metals on Blackboard Video: Solder Tree #1, YouTube https://www.youtube.com/watch?v=uVF0qW72fB8 Solder Tree #2, YouTube https://www.youtube.com/watch?v=0HRRrZmx5Rs
9/29		<u>Soldering lecture</u>
9/30	Soldering Tree #114	<u>Soldering Demo</u> <u>From Filing through Polishing lecture</u>
10/1		Reading: <i>Jewelry Metals</i> by James Binnion Chapter 1 Gold; Pages 2 - 17
10/5		Reading: <i>Jewelry Metals</i> by James Binnion Chapter 2 Silver; Pages 20 - 33
10/6		Video: Suitcase #1, YouTube https://www.youtube.com/watch?v=UFJyOUKADz4
10/7	Suitcase #1 #115	Reading: <i>Jewelry Metals</i> by James Binnion Chapter 3 Platinum; Pages 36 - 46
10/8		Reading: <i>Jewelry Metals</i> by James Binnion Chapter 4 Palladium; Pages 48 - 56
10/12		Reading: <i>Jewelry Metals</i> by James Binnion Chapter 5 Nonprecious Metals; Pages 58 – 68 Video: Suitcase #2, YouTube https://www.youtube.com/watch?v=7nBqhQLDuyC
10/13	Written Final Suitcase #2 #116	Reading: <i>Jeweler's Resource</i> by Bruce G. Knuth Chapter 4 Measurement and Calculation, Systems of Measurement; Page 74

		Weights Comparison Guide on Blackboard
10/14		Video: Soldering a Wedding Band; YouTube https://www.youtube.com/watch?v=34_5K1cCBk
10/15	Last day of class	

JLRY 1302.10C0
Jewelry Techniques
Fall 2026

Instructor: Arby Magill

Office: AS134

Phone: 903 782-0383

Email: amagill@parisjc.edu

Office Hours: By appointment and concurrent with class.

Meeting Location: AS133

Meeting Days: Mon - Thurs

Meeting Times: 8:00 am – 4:30 pm

Course Description: Continue the development of jewelry fabrication skills to include precision layout, sawing, and filing; complex assembly tasks; and finishing to professional standards.

Required Textbook(s) and Materials: All textbooks and most materials required will be provided in the toolkit or in class, except for consumables.

The Complete Metalsmith by Tim McCreight ISBN 978-0871922403

Jeweler's Resource by Bruce G. Knuth ISBN 978-0964355033

Jewelry Metals by James Binnion ISBN 9780979996221

Items not supplied in the tool kit, but are highly recommended:

Minor first aid supplies, bandages, burn cream, etc.

Pen, pencil, extra fine permanent marker

Writing paper, notebook, folders, binders

A fully sealable beverage container.

A lock for your tool box.

Money for consumables including abrasive paper, solders, drills, burs, etc. Solder is not supplied but it is required. These can be purchased from the toolroom onsite, or you can purchase directly from the vendor, but it must specifically be the solder we dictate for consistency in grading.

Course Goals and Objectives: Layout complex designs; operate torches to anneal metals; solder metal components of similar and dissimilar weight; finish projects to professional standards.

Course Requirements and Evaluation:

Each project is listed with its start date, its due date is the next projects start date. Projects are graded on a 100 point scale, with a minimum of 70 average being needed to pass and receive any certificate or degree. The final grade for the course is a composite of project scores, counting for 70% of the grade; your work ethics score, counting for 20% of the grade; and written test scores; counting for 10% of the grade.

Course Policies:

This is in no way intended to void, modify, or circumvent any of the policies and/or procedures contained in the Student Handbook and events calendar; but rather, is intended to define and emphasize certain of these policies as they apply to the Jewelry students.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is October 1st. An absence for any reason does not relieve a student of responsibility for any part of the work covered in the class during the period of absence. Absences are excused in the event of a personal illness or family emergency; as long as there is proper documentation. In those instances, it is the student's responsibility to provide the proper documentation; as well as, meet with the instructor in order to receive any missed assignment(s)/lectures/exams.

Door Lock

Please be aware that this classroom utilizes a door-locking system. If the student arrives after the door has been locked, the student may not be able to enter the classroom until the next designated time the door is opened. Late arrival does not guarantee immediate access to the classroom. If the student anticipates being late, it is the student's responsibility to notify the instructor as soon as possible and provide a reason for the late arrival. However, notifying the instructor does not guarantee that the student will be permitted to enter the classroom immediately. Ultimately, it is each student's responsibility to plan accordingly and arrive to class on time every day. Consistent punctuality contributes to a productive, respectful, and successful learning experience for both the student and the class as a whole."

Class Conduct:**Jewelry Program Absence Policies and Professionalism**

1. Students are expected to attend all classes on a regular and punctual basis. Students are allowed one absence per eight-week flex term, additional absences can impact the student's grade/success.
2. Students must notify instructor (amagill@parisjc.edu) via email by no later than 9:00 a.m. of the day being missed. An unexcused absence will be recorded if timely notification is not given.
3. Students with 3 unexcused absences are subject to failing the course.
4. Documented and justifiable absences may be excused. Examples of this would include memorial cards from a friend or family member's funeral, a doctor's note or a receipt from a care clinic in the case of illness of the student or a dependent.
5. Students should notify instructors before stepping out of class. Failure to do so may result in an unexcused absence.
6. Students are responsible for obtaining all notes, assignments and announcements covered during any class session they miss. The instructor will *not* provide individual make-up lectures or notes for missed classes.
7. A major part of attendance is participation, i.e. working on assigned projects. Students not participating may have an unexcused absence recorded and be removed from class for a time. This would apply to students sleeping in class, excessive talking while not working, activities on phones or watches, or any other activity keeping them or their classmates from being productive.

8. To maintain a productive learning environment, students should remain in their assigned classroom and avoid interrupting instruction or student work in other classrooms.
9. A lack of professionalism may also require the removal of a student from class. Some actions which would be considered unprofessional are; lack of respect given to the instructor or other students, coarse or prejudicial language, misuse of class equipment, working on personal projects, inappropriate attire, wearing head phones or similar items. Students lacking professionalism may have an unexcused absence recorded and be removed from class for a time.
10. Students are expected to use the hallways quietly and respectfully. Running, loitering, disruptive behavior & inappropriate language are *not* permitted, as hallways are shared learning spaces.

Friday Lab Time Requirements

1. Friday morning lab time is designated for the completion of class projects. Students with excessive absences and tardiness will need instructor approval for lab time.
2. Friday lab time begins promptly at 8:00am, and classroom entrance is not guaranteed after 8:00am.
3. Students will be asked to leave if they are talking &/or distracting other students.

Safety

1. There are certain elementary precautions that **MUST** be observed when working with sharp objects, machines/equipment or hot metals. Therefore, all items of clothing must be of at least 50% natural fibers. Shorts, halters, open toed shoes, sleeveless shirts, hats, sweatshirt hoods, and other clothing worn on the head are not permitted in classroom areas.
2. Cell phones and any other sound/video player or recording device(s) may not be present nor used in the polishing rooms & casting areas.
3. Students must be trained and authorized by the instructor on each piece of equipment before use.
4. The student is expected to act in a manner that will not injure any other person or damage any components, tools, equipment, instructional aids, or reference material.
5. All oral and/or written safety rules and instructions must be followed.
6. Students are required to report any accident or safety violation to the instructor as soon as possible.
7. The Safety Data Sheet (SDS) manual is located in the office of AS 126
8. Safety glasses must be worn when performing operations that might cause eye injury.

Security

1. Security of the tools, supplies, and materials in the jewelry program at PJC is the responsibility of all participants. Any breach of security should be reported to an instructor immediately.
2. Students must enter and exit the classroom using the designated main entrance. Other entrances are to be used *only* in the event of an emergency.
3. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be used for personal projects or projects that are not part of an assignment approved by an instructor.

4. At no time should tools, supplies, or materials belonging to the jewelry program at PJC be removed from the department.
5. Student access to storage rooms is prohibited except by express consent of instructor for each instance.
6. All locking cupboards containing tools, supplies, and materials are to be accessed by instructors only (whether locked or unlocked).
7. No student should handle or attempt to otherwise gather information from papers and other documents on instructor workbenches and office desk.
8. Photographs, videos, and audio recordings should not be made without permission of instructor and all parties involved.

Personal Projects

1. Students are not allowed to work on personal projects in the classroom at any time. Personal work can be confiscated by the instructor and held until the end of the semester. There should be no personal items stored in students project boxes.
2. Students will retrieve their projects from their project box in the instructors office each morning.
3. The college reserves the right to randomly check individual students project box contents.
4. Any project that the student has finished that is ready to be graded will be placed in the instructors grading box.

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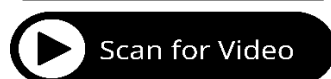
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		Chapter 8 Standards & Guidelines, Stamping & Marking Rules; Pages 115 – 118.
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9/29		<u>Soldering lecture</u>
9/30	Soldering Tree #114	<u>Soldering Demo</u> <u>From Filing through Polishing lecture</u>
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10/12		Reading: <i>Jewelry Metals</i> by James Binnion Chapter 5 Nonprecious Metals; Pages 58 – 68 Video: Suitcase #2, YouTube https://www.youtube.com/watch?v=7nBqhQLDuyC
10/13	Written Final Suitcase #2 #116	Reading: <i>Jeweler's Resource</i> by Bruce G. Knuth Chapter 4 Measurement and Calculation, Systems of Measurement; Page 74

		Weights Comparison Guide on Blackboard
10/14		Video: Soldering a Wedding Band; YouTube https://www.youtube.com/watch?v=34_5K1cCBk
10/15	Last day of class	

MATH 0300.40A0
Elementary Algebra
Fall 2026

Instructor: Nicole Lorraine
Office: Greenville 204
Phone: 903.457.8711
Email: nlorraine@parisjc.edu
Office Hours:

Meeting Location: 220
Meeting Days: Monday and Wednesday
Meeting Times: 11:00 – 12:15

Monday	Tuesday	Wednesday	Thursday
8:00 - 9:30	8:00 - 9:30	8:00 - 9:30	8:00 - 9:30
12:15 – 1:15	12:15 – 1:15	12:15 – 1:15	12:15 – 1:15

Course Description:

The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. This course is not for college-level credit.

Credits: SCH = 0

Prerequisite(s): placement in this course based on placement test scores

Required Textbook and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase. For this course, we will be using courseware integrated with ALEKS. You will be able to access the textbook (Developmental Mathematics: Basic Mathematics and Algebra, 4th edition, ISBN 9780134764863, Lial, Pearson) and learning materials directly through your Blackboard account.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

This course is designed to assist students in the following objectives:

- To develop conceptual understanding of mathematics with a focus on underlying structures
- Development of ideas and problem solving

Course Requirements and Evaluation:

Grading: Your grade in this course will be calculated as follows:

Exams (3 Exams @ 10% each)	30%
Final Exam	20%
Homework (MATHXL)	40%
Attendance	10%

*****Your grade is available to you 24/7 in Pearson (the Blackboard gradebook is not used).*****

If you click on Gradebook in Pearson, you can see your overall average for the course as well as your grade for each assignment and test. Attendance grades will only be updated monthly.

A numerical grade of 60 – 100 is considered a passing grade.

This course is conducted using a traditional lecture format, but all homework will be done using Pearson which you will be able to access through Blackboard.

1. **Homework:** All assignments will be done online using Pearson. No code or book required! We will discuss and demonstrate this tool in class. Assignments will always be due Sunday night by midnight. **Homework assignments** are a collection of problems designed to give students the opportunity to practice new skills or reinforce past learning. You have unlimited attempts at each problem allowing you to earn a grade of 100 if completed by the due date. Late homework will be penalized 20 points, but this penalty only applies to the problems that you complete AFTER the due date.
2. **Tests:** There will be 3 tests given throughout the semester. You may use a calculator (except on the first test) and one **4x6 notecard**. In the event that a student is absent or late and misses a test, the grade for that test will be a 0. **No make-up tests will be given.** You will be allowed to replace one test grade with your Final Exam grade.

After Exam 1, students may use a basic four function calculator – NOT a scientific calculator. Students may use one notecard on all exams and the final exam (front and back).

Course Policies:

Come to class prepared EVERY time. You should have a notebook with all materials: copy of course contract, syllabus, notes, PENCIL, etc. Showing up unprepared shows any instructor that you are not interested in your education or his/her class.

Please keep in mind you may miss out on important information if you are late for class. Do not expect me and other students in the classroom to inform you about what you missed. Students in college courses are expected to conduct themselves as adults. Any student who is disruptive will be asked to leave the class.

Personal Needs: Please attend to your personal needs before class begins. This includes bathroom, supplies, refreshments, etc. It is inconsiderate and disruptive to me and your peers to have students leave once class has begun.

Note: It is the responsibility of the student to provide the instructor with an up-to-date phone number. The only email that I will use to communicate with you is your DragonMail that is in your MyPJC account.

Anyone who is not enrolled in MATH0300 may NOT be in the classroom. Do NOT bring your child to class – there are liability concerns that put PJC at risk and it will not be allowed.

Class Attendance:

Class attendance is critical for the successful completion of this course. The material in this course will move quickly from one concept to the next. To be counted present, you must be in class the entire class period.

Each tardy reduces your Attendance grade 1 point, each absence reduces your grade by 3 points, leaving early reduces your grade by 1 point. If you come in late and attendance has already been checked, it is YOUR responsibility **after class** to let me know that you are not absent so it can be changed in my records.

You do not have the right to disrupt the class and disturb other students by coming into the classroom late, going in and out of the room during class, or leaving the classroom early. It is not fair for you to expect the instructor to go over material that was covered while you were absent when other students are ready to move ahead. There is a video lesson and other media in each Homework section. These do not count toward your grade, but are very helpful if you miss class.

If you decide to drop or withdraw from this class, it is your responsibility to initiate the withdrawal process and complete a drop form in order to receive a grade of W. **Students will receive a grade of F if students quit attending class but do not complete the withdrawal process.** The last day for a student to withdraw from a course with a grade of “W” is Thursday, November 12th.

Class Conduct:

Please turn off or silence and put away all cell phones, computers, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher) You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Cell Phones: Cell phone usage is forbidden during class. This includes text messaging. Please turn all cell phones on silent and **put them away**. **Cell phones may not be used for a calculator**. Use of a cell phone is cause for you to be asked to leave class. Any student who is asked to leave the classroom more than once will receive an automatic “F” in the class. This may have repercussions for financial aid and scholarship eligibility.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test; therefore, cell phone calculators and AI tools are not allowed for any test.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College. Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

THINK BEFORE YOU SPEAK: Remember that no everyone is at the same level in this class – some people do not have their multiplication tables memorized, haven't done math in 30 years, and more than a few "hate math". There are others who can do most of the class in a couple of weeks, just had a bad testing day and they know most of the answers before I do. Because of this HUGE range of ability, I have two commandments in my class.

1. Do NOT EVER make someone feel badly for asking a question – even if they ask questions that you think are "easy". What's easy to you, is not always easy others.
2. If you know all the answers, good for you. You could always retest and drop this class. Although I LOVE participation, I want everyone to have a chance to think about it and be allowed to participate so please don't be the "know it all" in the class.

****BOTTOM LINE: IF YOU COMPLETE EACH ASSIGNMENT ON TIME, ATTEND CLASS, & PARTICIPATE, YOU WILL EXCELL IN THIS COURSE****

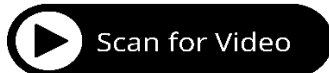
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Aug. 24	Syllabus, Intro to Pearson, Pretest	Oct. 19	Review for Test 2 (Chapter 2)
Aug. 26	1.1 Intro to Whole Numbers	Oct. 21	Test 2 (Chapter 2)
Aug. 30	1.2 Adding and Subtracting Whole Numbers	Oct. 26	3.1 Simplifying Expressions and Combining Like Terms
Sept. 2	1.3 Rounding and Estimating	Oct. 28	3.2 Addition and Subtraction Properties of Equality
Sept. 7	Labor Day Holiday!	Nov. 2	3.3 Multiplication and Division Properties of Equality
Sept. 9	1.4 Multiplying Whole Numbers	Nov. 4	3.4 Solving Equation with Multiple Steps
Sept. 14	1.5 Division Whole Numbers	Nov. 9	Review for Test 3 (Chapter 3)
Sept. 16	1.6 Exponents, Algebraic Expressions and PEMDAS	Nov. 11	Test 3 (Chapter 3)
Sept. 21	1.7 Applications and Mean	Nov. 16	4.1 Intro to Fractions
Sept. 23	Review for Test 1 (Chapter 1)	Nov. 18	4.2 Simplifying Fractions
Sept. 28	Test 1 (Chapter 1)	Nov. 23	4.3 Multiplying and Dividing Fractions
Sept. 30	2.1 Integers, Absolute Value, and Opposite	Nov. 25	Thanksgiving Holiday!
Oct. 5	2.2 Addition of Integers	Nov. 30	4.4 Least Common Multiple and Equivalent Fractions
Oct. 7	2.3 Subtraction of Integers	Dec. 2	Review for Final Exam
Oct. 12	2.4 Multiplication and Division of Integers	Dec. 7	Final Exam
Oct. 14	2.5 Order of Operations and Algebraic Expressions		

**Math 1314.25D0
College Algebra
Fall 2026**

Instructor: Nicole Lorraine

Office: Greenville 204

Phone: 903-457-8711

Email: nlorraine@parisjc.edu

Office Hours: Online or by appointment (email is the best and fastest way to contact me)

Meeting Location: online

Meeting Days: N/A

Meeting Times: N/A

Course Description:

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Credits: SCH = 3 hours.

TSI Requirement: Math 950

Prerequisite(s): Appropriate score on placement test

Required Textbook and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase. You will be able to access the textbook (Algebra and Trigonometry: Blitzer, 7th Edition, Pearson) and learning materials directly through your Blackboard account. You do NOT need to purchase a code or a book.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level):

1. Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.
2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (MATH 1314 Course-Level)

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.

Course Requirements and Evaluation:

Evaluation Methods:

Grade scale

A – 90-100
B – 80-89
C – 70-79
D – 60-69
F – 0-59

Grade Weighting System

1st test – 12% (Proctored at your school)
2nd test – 12%
3rd test – 12% (Proctored at your school)
4th test – 12%
Final Exam - 12% (Proctored at your school)
Homework - 40%

IMPORTANT

There is an assignment that must be done BEFORE the Official Reporting Day, by midnight of Tuesday, September 8th called “First week of class ASSIGNMENT - Software Orientation”. It is DUE by midnight on Sunday, August 30th. As with all Homework assignments, if you complete it after the DUE date, you will lose 30%. The Software Orientation contains some exercises that simply teach you how to use the tools in MyLab Math. **Any student who is not active in the Blackboard class site BY the Official Reporting class day (before Tuesday, September 8th) and has not completed the Software Orientation, will be dropped from the course on Wednesday, September 9th.** This is mandated by the state of Texas to remain in the course.

There will be four exams, homework, and a comprehensive final exam. **There are NO makeup exams or re-takes. NO test will not be opened again after the due date.** If you miss a test or do poorly on a test, the final exam may be substituted for a missed test grade or lower test grade, thus counting the final exam grade twice. If you have a conflict, email me and you may take a test early, but never late.

Please follow this link to see how to access your Dragonmail, your MyPJC, and Blackboard accounts as well as information about the new two factor authentication via the web: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

I will communicate with you via PJC DragonMail NOT Blackboard OR Pearson email/messages. Blackboard and Pearson email/messages are disabled in all my classes and you will NOT get a response.

Email should be checked at least every other day. You should expect to spend online at least as much time as you would spend attending a traditional class each week. Students must possess basic computer skills necessary to be successful in an online course. **Students are expected to begin coursework on the first day of class.**

Testing Policy:

Four tests and a comprehensive final will be given for the semester covering assigned homework material. Each exam will be worth 100 points. Two of the four Tests (Test #1 and Test #3) and the Final Exam must be **proctored at your school or taken at a PJC Testing Center** during scheduled testing periods indicated in the syllabus. **To make an appointment to take a proctored test**, call the testing location of your choice:

Paris: 903-782-0446

Greenville: 903-454-9333

Sulphur Springs: 903-885-1232.

Not all Testing Centers are open everyday so make sure to check the schedule of the Testing Center that you plan to use. The Greenville Center does not do testing on Fridays.

Each proctored test will be available for ONE WEEK (week being school days). Be sure not to wait until the last possible date to take exams in the event last minute conflicts or personal problems occur. Remember there are **no make-up exams**. If you can't complete the Review for a Test with just your cheatsheet, paper, and a calculator in the 2 hours you are allowed for the Test, then you are not prepared to take it. You can work through the Review like you would work the Homework. **When you have a grade that you are happy with, then go back into the Review and click Review & Practice and you will get problems VERY similar to the original problems to practice and it will not affect the grade you already made.** That is true for all the Homework assignments as well.

No cell phones, pagers, tablets, books, notes, or electronic materials may be used by students during proctored testing.

You may use a calculator and ½ sheet of paper (cheatsheet) on the three proctored tests. Yes, you can write on both sides. You must have an ID to take a test at a Testing Center.

The best thing to use to prepare for the Tests is the Reviews that are included in your Homework Assignments. The first one is called Review for Test #1. The Reviews are prerequisites for the Tests. **You CANNOT take a Test until you make at least a 70 on the Review.** If you want to put problems from the Review on your Cheat Sheet, that's totally ok! You can put anything you want on the cheat sheet. You only get one chance to input answers on the Test. It's not like the Homework that allows you to input the answer over and over until you get it right.

Tests are to be taken by the deadlines scheduled. It is the responsibility of the student to note test dates. Remember, there are no make-up tests. It is a good idea to set reminders in your phone and/or keep the last page (with all the dates) of this Syllabus handy.

Homework Exercises:

The purpose of the homework is to give you the practice necessary to become proficient in each mathematical concept, to examine various applications of the given concept, and to prepare for the exams. The Homework assignments will open in groups. The group that is open now is only relevant to Test #1 (and the Final Exam). This first group of Homework will close the night before Test #1 opens. The second group of Homework will open the same day that Test #1 opens. This process repeats for all 4 groups of Homework. Due dates are always listed on the Homework, but **use the last page of your Syllabus for all dates because it is color-coded and easy to understand.** You do NOT have to do the Homework assignments in order. You do not have to complete an assignment when you open it. You can do one problem and get out – **it will automatically save**

your answers. You can work on the problems in any order. **Any work done after the due date will be penalized 30%!**

IMPORTANT NOTES ABOUT HOMEWORK ASSIGNMENTS:

Everyone can get a 100 on every Homework Assignment! Each problem can be worked over and over again until you get it right. You get 3 chances to enter the answer before it tells you the correct answer and marks the problem wrong. BUT you do not have to get it wrong - just select Similar Exercise and you can work another problem just like the one you missed (it will just be different numbers). Then you have 3 more chances to enter your answer. You can do this over and over until you get it right which means that you can get a 100 on every homework assignment. If you are not a good test taker, having all A's on the homework can really help if you do poorly on a couple of the tests.

If you miss problems and want to go back to them later, you can still change your answers at any time by clicking on the assignment, then click **Improve Score** and you can fix any problem that is marked wrong by clicking **Similar Question** and reworking it until you get it right.

There are media aids in the Homework assignments like videos and Powerpoints. You MUST at least click on the media to get points on the Homework. You cannot make a 100 on Homework if you have not clicked on each media item – so basically the media provides you FREE points on your Homework.

There is also a link called “Material from Mrs. Hood”. This has a tab for every section with printable NOTES and VIDEOS for every section. These are the same notes used in a face-to-face class and should be very helpful after you have gone through the available media aids.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of “W” is Thursday, November 12th.**

Attendance will be monitored in this class by access logs and recorded on Fridays. As the instructor for this course, I can see the date that you access the course via blackboard and the work that you have done.

Class Conduct: Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will **immediately receive a score of zero on the exam/assignment involved**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures: Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement: It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be informed of the change by an Announcement posted in Blackboard which will also be emailed to your Dragonmail account – your official college email address. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

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PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

****Record these dates on a calendar****. Maybe set Reminders in your phone. **Test Reviews** (which are VERY HELPFUL) are part of your Homework Assignments and must be completed with at least a grade of 70 before you can open the Tests. **Proctored Tests** open on a Monday and close on Friday. If a test is NOT proctored, you can take it at home and it will not be due until Sunday. The **Final Exam** opens on a Wednesday and closes the next Tuesday. You are allowed to have a calculator and a cheat sheet (1/2 piece of paper) for all proctored tests. You may put ANYTHING you want on the Cheat Sheet.

Dates	Assignment
August 24 - 30 (Mon. – Sun.) <i>First Week of Class Assignment – you will be dropped if you do not complete by midnight Tuesday, September 8th, but it is DUE Aug. 30</i>	1. Login MATH1314 through Blackboard and complete the First Week of Class Assignment. 2. Login to your Dragon email account to verify that you have access to it.
August 24 – September 13 <i>Group 1 of Homework</i>	1.2 Linear Equations and Rational Equations 1.4 Complex Numbers 1.5 Quadratic Equations 1.6 Other Types of Equations 1.7 Linear Inequalities and Absolute Value Inequalities 8.1 Systems in Two Variables Chapter 1 Test Review <i>(must make at least 70 to open Test 1)</i>
September 14 – 18 (Mon – Fri)	Test 1 ** PROCTORED at your school or at a PJC Testing Center **
September 14 – October 11 <i>Group 2 of Homework</i>	2.1 Basics of Functions and Their Graphs 2.2 More on Functions and Their Graphs 2.3 Linear Functions and Slope 2.4 More on Slope 2.6 Combinations and Composite Functions 2.7 Inverse Functions Chapter 2 Test Review <i>(must make at least 70 to open Test 2)</i>
October 12 – 18 (Mon – Sun)	Test 2 (not proctored – you can take it at home)
October 12 – November 1 <i>Set 3 of Homework</i>	3.1 Quadratic Functions 3.2 Polynomial Functions and Their Graphs 3.3 Dividing Polynomials 3.4 Zeros of Polynomials 3.5 Rational Functions and Inequalities Chapter 3 Test Review <i>(must make at least 70 to open Test 3)</i>
November 2 – 6 (Mon – Fri)	Test 3 ** PROCTORED at your school or at a PJC Testing Center **
November 2 - 22 <i>Set 4 of Homework</i>	4.1 Exponential Functions 4.2 Logarithmic Functions 4.3 Properties of Logarithms 4.4 Exponential and Logarithmic Functions Chapter 4 Test Review <i>(must make at least 70 to open Test 4)</i>
November 23 – 29 (Mon – Sun) Yes, I know you are out of school for Thanksgiving	Test 4 (not proctored – you can take it at home)
November 23 – December 8	Review for Final Exam <i>(must make a 70 to open the Final)</i>
December 1 - 8	Final Exam

(Tuesday – Tuesday)

**** PROCTORED at your school or at a
PJC Testing Center ****

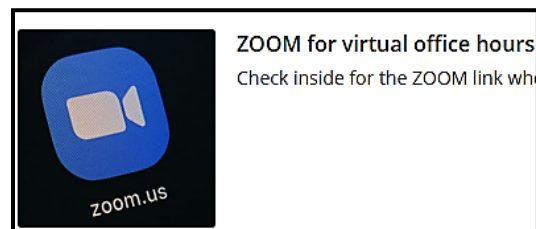
Math 1314.40A0
College Algebra
Fall 2026

Instructor: Sarah Morrison
Office: 210 Greenville
Phone: 903-782-0335, 903-784-6464
Email: smorrison@parisjc.edu

Meeting Location: Greenville 125
Meeting Days: MW
Meeting Times: 11am-12:15pm

Office Hours:

One-on-One Help: If you need individual assistance, email Mrs. Morrison as soon as possible with a few available dates and times over the next week. Be sure to mention whether you prefer Zoom or face-to-face for the meeting. Together, we'll find a time that works. To prepare, write down the specific homework assignments and problem numbers you need help with. See Teaching & Office Hours Schedule on Blackboard under START HERE. Zoom Link on Blackboard.



Monday	Tuesday	Wednesday	Thursday	Friday
PJC 9:20a-10:50a	PJC 9:30a-10:45a	PJC 9:20a-10:50a	PJC 9:30a-10:45a	PJC 8am-Noon.
PJC 1p-4p	ETAMU 11:30a-12:30p	PJC 1p-4p	ETAMU 11:30a-12:30p	Will not show up if no appts
Email to request a ZOOM outside hours.	Email to request a ZOOM outside hours.	Email to request a ZOOM outside hours.	Email to request a ZOOM outside hours.	

I.T. Checklist for First Class Day:

Visit <https://www.parisjc.edu/technology/pjc-it-checklist.php> for a checklist of events to complete before the first class day such as access to your MyPJC portal, Dragonmail, Blackboard, Microsoft Authenticator, Microsoft Office, and Respondus LockDown Browser.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course. This could effect financial aide and your current registration status.

Course Description:

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Credits: 3

TSI Requirement: 950+ Math

Prerequisite(s): Adequate placement score or concurrently enrolled in MATH 0401.

Required Textbook(s) and Materials:

The Book (optional): Algebra and Trigonometry, 7th ed., Blitzer. All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase. The Book and homework assignments are located in Blackboard→ Pearson. You will need to bring a journal or spiral, along with something to write with, to class every day. (If you wish to write with a stylus on a computer, you can.)

The Computer & Accessories: Students must have access to Wi-Fi and a computer. Zooms work well if you have a Webcam but is not necessary. Check with your Academic Advisor for financial aid to purchase a computer or possibly a loaner laptop.

The Internet: Students must have access to their PJC DragonMail and PJC Blackboard. Students will use Pearson for hmwks, quizzes, gradebook, etc. The price of Pearson is included in your tuition and there is no additional money you pay. Pearson is inside your Blackboard and is a click away.

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Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access.

Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Course Goals and Objectives:

Foundational Component Area: Mathematics Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level):

1. Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.
2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (MATH 1314 Course-Level):

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.

Calculator Use:

You can use any type of calculator at home. These include purchased handheld calculators, those on phones, and those on computers. On Testing Days, you can use your cell phone calculator if you sit on the front rows so the teacher can watch your screens.

Calculators that you can use while testing in Testing Centers. (If testing in Morrison's classroom, may use Calc84 cell phone app for FREE)		Calculators that you can NOT use in Testing centers.
Texas Instruments TI-84 PLUS CE... \$113.99 Amazon.com Free shipping Texas Instruments TI-84 Plus Graphin... \$139.00 Walmart ★★★★★ (3k+) Texas Instruments TI-84 Plus C Silver... \$114.88 Amazon.com Refurbished Texas Instruments TI-30XS MultiView Scientific Calculator \$19.99 Amazon.com		Texas Instruments TI-Nspire CX II CA... \$148.45 Amazon.com Free shipping
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Course Requirements and Evaluation:

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Ask questions. Ask to slow down. Ask to rephrase. Ask to draw a picture.

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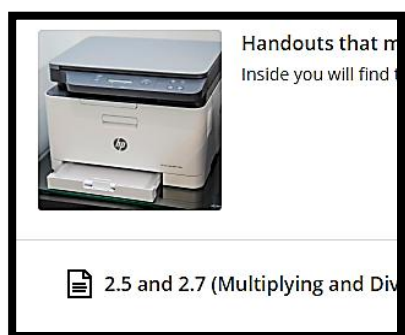
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There is no need for documentation. We trust you. Unavoidable absences: Sickness with or without a doctors notes, childcare duties, random transportation issues, court dates, new job training, change of job, family sicknesses, etc. **The last day for a student to withdraw from a course with a grade of "W" is Thursday, April 9, 2026 LAST DAY TO DROP.**

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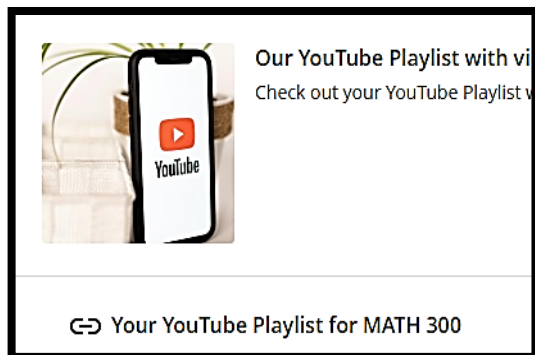


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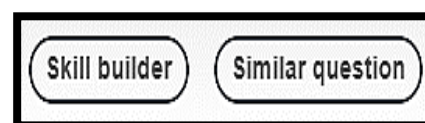
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1. **Multiple Attempts:** You get three chances to answer each question correctly.

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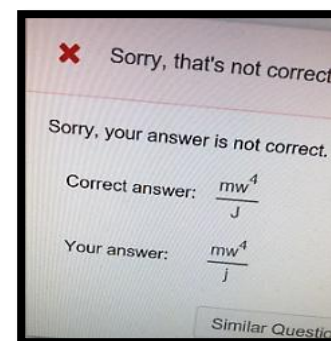
5. **View the Textbook:** Under Get more Help

6. **Score Adjustments:** If your answer matches the correct answer exactly but is marked wrong, take a picture and email it to Mrs. Mo. She will adjust your score accordingly.

7. **Late Submission Details:** The 30% penalty only applies to problems completed after the due date. You only need to redo incorrect or incomplete problems to improve your grade.

- Example: John correctly completes half of his homework before the due date, earning a 50. After the deadline, he finishes the remaining problems correctly, and his score jumps from 50 → 85!

8. **Publisher Media:** Every homework assignment includes videos, PowerPoints, and PDFs from the book publisher to learn from. Viewing these resources counts as a homework check mark, earning you points. You can watch them fully, partially, or simply open and close them for credit.



9.2 Multistage Experiments and Modeling Games (0/1) 

Multistage Experiments and Modeling Games (0/1) 

9.2 Multistage Experiments and Modeling Games (0/1) 

[Question 1 \(0/1\)](#)

[Question 2 \(0/1\)](#)

- For additional explanations using simpler terms, check out Mrs. Morrison's YouTube channel.

Quizzes (worth 15% of your grade):

Quiz Policies & Deadlines: If your quiz average is 0, the highest possible final grade you can earn in the course is 90.

1. Quiz Availability & Due Date: All quizzes are open and must be completed by December 9th at midnight. You can take them weekly or all at once, but procrastinating is risky!

2. ONLY THREE Attempts Allowed per quiz: You can retake quizzes 3 times before the deadline. For example, John attempts Quiz 1 in January (43%), March (76%), and April until he finally scores 100%.

3. Pearson Score Tracking: Pearson displays all your attempts, but only the highest attempt is recorded in black. Lower attempts will still be visible but grayed out. For example, you may see 43, 76, and 100, but only the 100% counts toward your final grade.

4. Quizzes vs. Homework: Quizzes do not include extra tools like SIMILAR EXERCISE, VIEW AN EXAMPLE, or HELP ME SOLVE THIS. Pull out your journal and handouts to eyeball.

5. Full Quiz Retake Required: If you want to improve your score, you must retake the entire quiz.

6. Grade Expectations: Mrs. Mo expects students to maintain a 90 or higher quiz average. 😊

Final Quiz Deadline: All quizzes must be completed by Wednesday, December 9th, 2026

Exams (40%):

Partial credit is available for problems **with work shown that is partially right.**

Calculator can be used on all exams. Acceptable calculators are listed earlier in the syllabus.

One page of cheats, front and back, freshly handwritten, can be used on the test for help.

Take bathroom break before or after, not during.

No questions will be answered by Mrs. Mo. UNLESS you find a mistake 😊 Then ask Mrs. Mo, not your buddy.

Exams will be graded by the end of the day (or within minutes of turning in). Emails will be sent if it takes longer.

Your Final Test “Exam” will replace your lowest test grade (if you have a low test grade), and will also count as the final.

To make it easier, the tests will look like reviews. Same order of topics and problems. Different numbers inside the problems.

Final Exam (20%):

Your final exam score will replace your lowest test score (if you have one) AND will count as a separate grade worth 20% of your overall grade. Same rules apply from above

Exam Makeups:

If a student is absent, please email Mrs. Mo as a heads up a.s.a.p.. If your excuse was unavoidable, then your attendance is excused and you do not earn a 0 for that day.

If your absence was unavoidable, then you can take your makeup exam in the testing center OR in Mrs. Mo’s office in free time. (If you test in testing center, you can NOT use Calc 84 free phone app. You can borrow a brick calculator from the center).

Class Conduct (not graded):

Faculty reserve the right to ask a student to leave the classroom and/ or drop a student for violations of the Student Conduct Policy as listed in the Student Handbook. Please see below for class conduct not allowed:

- 1) Use of technology other than the approved calculator in class.
- 2) Language (including online) that creates a hostile learning or teaching environment.
- 3) Hand motions, body language, or online images that creates a hostile learning or teaching environment.

Students who cannot control their own behavior will be asked to leave the class for the day. Severe or constant disruptive behavior will cause students to be removed from the class permanently. Removal from class can cause issues with financial aide.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence:

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be

sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. *Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Statistically, historically, students who use Ai for this course are less likely to pass the next two required math classes.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>.

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by verbal communication, as well as an announcement to Blackboard.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.

Wk	Dates	Topic	Due Dates
1	Monday 8/24	☐ Syllabus Talk ☐ 1.2 Linear Equations and Rational Equations	Sunday 8/30 ☐ PJC Blackboard "First assign. Syllabus Quiz" ☐ 1.2 HW
	Wednesday 8/26	☐ Syllabus Talk ☐ 1.2 Linear Equations and Rational Equations ☐ 1.4 Imaginary Numbers	
2	Monday 8/31	☐ Syllabus Talk ☐ 1.4 Imaginary Numbers ☐ 1.5 Quadratic Equations	Sunday 9/6 ☐ 1.4 HW ☐ 1.5 HW
	Wednesday 9/2	☐ Syllabus Talk ☐ 1.5 Quadratic Equations	
3	Monday 9/7	☐ 1.6 HW (Other Types of Equations)	Sunday 9/13 ☐ 1.6 HW ☐ 1.7 HW
	Wednesday 9/9	☐ 1.7 Linear Inequalities and Absolute Value Inequalities ☐ 8.1 System of Linear Equations & Cramer's Rule	
4	Monday 9/14	☐ 8.1 System of Linear Equations & Cramer's Rule	Sunday 9/20 ☐ 8.1 HW ☐ T1 Review
	Wednesday 9/16	☐ Test 1 Review	
5	Monday 9/21	☐ Test 1	Sunday 9/27 ☐ 2.1 HW ☐ 2.2 HW
	Wednesday 9/23	☐ 2.1 Basics of Functions and Their Graphs ☐ 2.2 More on Functions and Their Graphs	
6	Monday 9/28	☐ 2.2 More on Functions and Their Graphs	Sunday 10/4 ☐ 2.3 HW ☐ 2.4 HW
	Wednesday 9/30	☐ 2.3 Linear Functions and Slope ☐ 2.4 More on Slope	
7	Monday 10/5	☐ 2.6 Composite Functions	Sunday 10/11 ☐ 2.6 HW ☐ 2.7 HW
	Wednesday 10/7	☐ 2.7 Inverse Functions	
8	Monday 10/12	Test 2 Review	Tuesday 10/13 ☐ T2 Review
	Wednesday 10/14	Test 2	
9	Monday 10/19	☐ 3.1 Quadratic Functions	Sunday 10/25 ☐ 3.1 ☐ 3.2
	Wednesday 10/21	☐ 3.1 Quadratic Functions ☐ 3.2 Polynomial Functions and Their Graphs	
10	Monday 10/26	☐ 3.2 Polynomial Functions and Their Graphs	Sunday 11/1

	Wednesday 10/28	☐ 3.3 HW Dividing Polynomials; Remainder Theorem	☐ 3.2 HW ☐ 3.3 HW
11	Monday 11/2	☐ 3.4 Zeros of Polynomial Functions	Sunday 11/8
	Wednesday 11/4	☐ 3.5 HW Rational Functions and Their Graphs	☐ 3.4 HW ☐ 3.5 HW
12	Monday 11/9	☐ Test 3 Review	Tuesday 11/10
	Wednesday 11/11	☐ Test 3	☐ T3 Review
13	Monday 11/16	☐ 4.1 HW Exponential Functions	Sunday 11/22
	Wednesday 11/18	☐ 4.2 HW Logarithmic Functions ☐ 4.3 HW Properties of Logarithms	☐ 4.1 HW ☐ 4.3 HW
14	Monday 11/23	☐ 4.4 HW Exponential and Logarithmic Equations	Sunday 11/29
	Wednesday 11/25	☐ 4.4 HW Exponential and Logarithmic Equations	
15	Monday 11/30	☐ 4.4 HW Exponential and Logarithmic Equations ☐ Test 4 "Final Exam" Review	Sunday 12/2
	Wednesday 12/2	☐ Test 4 "Final Exam" Review	☐ 4.4 HW ☐ Final Exam Review ☐ Late hmwks
16	FINAL EXAM / Test 4 WEEK	My Test 4 "Final Exam" is on:	

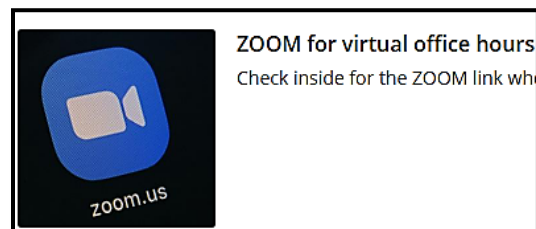
Math 1314.45A0
College Algebra
Fall 2026

Instructor: Sarah Morrison
Office: 210 Greenville
Phone: 903-782-0335, 903-784-6464
Email: smorrison@parisjc.edu

Meeting Location: Greenville 125
Meeting Days: MW
Meeting Times: 11am-12:15pm

Office Hours:

One-on-One Help: If you need individual assistance, email Mrs. Morrison as soon as possible with a few available dates and times over the next week. Be sure to mention whether you prefer Zoom or face-to-face for the meeting. Together, we'll find a time that works. To prepare, write down the specific homework assignments and problem numbers you need help with. See Teaching & Office Hours Schedule on Blackboard under START HERE. Zoom Link on Blackboard.



Monday	Tuesday	Wednesday	Thursday	Friday
PJC 9:20a-10:50a	PJC 9:30a-10:45a	PJC 9:20a-10:50a	PJC 9:30a-10:45a	PJC 8am-Noon.
PJC 1p-4p	ETAMU 11:30a-12:30p	PJC 1p-4p	ETAMU 11:30a-12:30p	Will not show up if no appts
Email to request a ZOOM outside hours.	Email to request a ZOOM outside hours.	Email to request a ZOOM outside hours.	Email to request a ZOOM outside hours.	

I.T. Checklist for First Class Day:

Visit <https://www.parisjc.edu/technology/pjc-it-checklist.php> for a checklist of events to complete before the first class day such as access to your MyPJC portal, Dragonmail, Blackboard, Microsoft Authenticator, Microsoft Office, and Respondus LockDown Browser.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course. This could effect financial aide and your current registration status.

Course Description:

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Credits: 3

TSI Requirement: 950+ Math

Prerequisite(s): Adequate placement score or concurrently enrolled in MATH 0401.

Required Textbook(s) and Materials:

The Book (optional): Algebra and Trigonometry, 7th ed., Blitzer. All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase. The Book and homework assignments are located in Blackboard→ Pearson. You will need to bring a journal or spiral, along with something to write with, to class every day. (If you wish to write with a stylus on a computer, you can.)

The Computer & Accessories: Students must have access to Wi-Fi and a computer. Zooms work well if you have a Webcam but is not necessary. Check with your Academic Advisor for financial aid to purchase a computer or possibly a loaner laptop.

The Internet: Students must have access to their PJC DragonMail and PJC Blackboard. Students will use Pearson for hmwks, quizzes, gradebook, etc. The price of Pearson is included in your tuition and there is no additional money you pay. Pearson is inside your Blackboard and is a click away.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access.

Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Course Goals and Objectives:

Foundational Component Area: Mathematics Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

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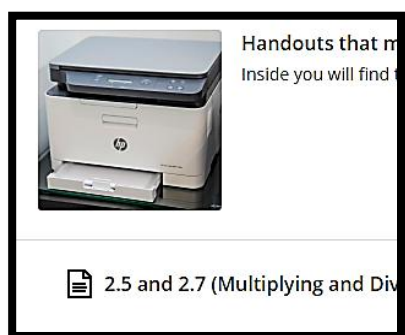
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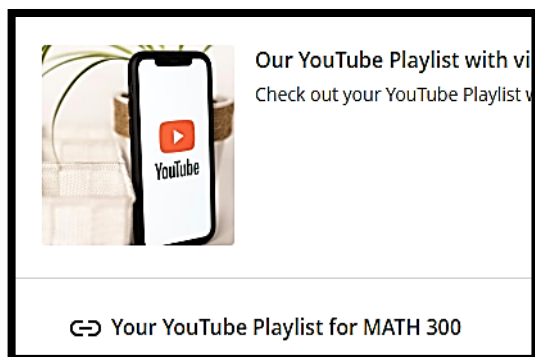


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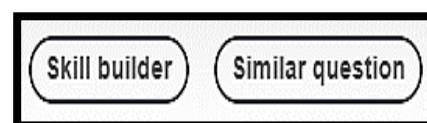
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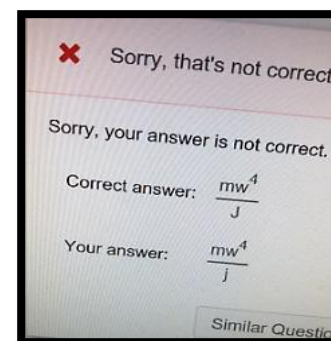
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6. **Score Adjustments:** If your answer matches the correct answer exactly but is marked wrong, take a picture and email it to Mrs. Mo. She will adjust your score accordingly.

7. **Late Submission Details:** The 30% penalty only applies to problems completed after the due date. You only need to redo incorrect or incomplete problems to improve your grade.

- Example: John correctly completes half of his homework before the due date, earning a 50. After the deadline, he finishes the remaining problems correctly, and his score jumps from 50 → 85!

8. **Publisher Media:** Every homework assignment includes videos, PowerPoints, and PDFs from the book publisher to learn from. Viewing these resources counts as a homework check mark, earning you points. You can watch them fully, partially, or simply open and close them for credit.



9.2 Multistage Experiments and Modeling Games (0/1) 

Multistage Experiments and Modeling Games (0/1) 

9.2 Multistage Experiments and Modeling Games (0/1) 

[Question 1 \(0/1\)](#)

[Question 2 \(0/1\)](#)

- For additional explanations using simpler terms, check out Mrs. Morrison's YouTube channel.

Quizzes (worth 15% of your grade):

Quiz Policies & Deadlines: If your quiz average is 0, the highest possible final grade you can earn in the course is 90.

1. Quiz Availability & Due Date: All quizzes are open and must be completed by December 9th at midnight. You can take them weekly or all at once, but procrastinating is risky!

2. ONLY THREE Attempts Allowed per quiz: You can retake quizzes 3 times before the deadline. For example, John attempts Quiz 1 in January (43%), March (76%), and April until he finally scores 100%.

3. Pearson Score Tracking: Pearson displays all your attempts, but only the highest attempt is recorded in black. Lower attempts will still be visible but grayed out. For example, you may see 43, 76, and 100, but only the 100% counts toward your final grade.

4. Quizzes vs. Homework: Quizzes do not include extra tools like SIMILAR EXERCISE, VIEW AN EXAMPLE, or HELP ME SOLVE THIS. Pull out your journal and handouts to eyeball.

5. Full Quiz Retake Required: If you want to improve your score, you must retake the entire quiz.

6. Grade Expectations: Mrs. Mo expects students to maintain a 90 or higher quiz average. 😊

Final Quiz Deadline: All quizzes must be completed by Wednesday, December 9th, 2026

Exams (40%):

Partial credit is available for problems **with work shown that is partially right.**

Calculator can be used on all exams. Acceptable calculators are listed earlier in the syllabus.

One page of cheats, front and back, freshly handwritten, can be used on the test for help.

Take bathroom break before or after, not during.

No questions will be answered by Mrs. Mo. UNLESS you find a mistake 😊 Then ask Mrs. Mo, not your buddy.

Exams will be graded by the end of the day (or within minutes of turning in). Emails will be sent if it takes longer.

Your Final Test “Exam” will replace your lowest test grade (if you have a low test grade), and will also count as the final.

To make it easier, the tests will look like reviews. Same order of topics and problems. Different numbers inside the problems.

Final Exam (20%):

Your final exam score will replace your lowest test score (if you have one) AND will count as a separate grade worth 20% of your overall grade. Same rules apply from above

Exam Makeups:

If a student is absent, please email Mrs. Mo as a heads up a.s.a.p.. If your excuse was unavoidable, then your attendance is excused and you do not earn a 0 for that day.

If your absence was unavoidable, then you can take your makeup exam in the testing center OR in Mrs. Mo’s office in free time. (If you test in testing center, you can NOT use Calc 84 free phone app. You can borrow a brick calculator from the center).

Class Conduct (not graded):

Faculty reserve the right to ask a student to leave the classroom and/ or drop a student for violations of the Student Conduct Policy as listed in the Student Handbook. Please see below for class conduct not allowed:

- 1) Use of technology other than the approved calculator in class.
- 2) Language (including online) that creates a hostile learning or teaching environment.
- 3) Hand motions, body language, or online images that creates a hostile learning or teaching environment.

Students who cannot control their own behavior will be asked to leave the class for the day. Severe or constant disruptive behavior will cause students to be removed from the class permanently. Removal from class can cause issues with financial aide.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence:

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be

sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. *Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Statistically, historically, students who use Ai for this course are less likely to pass the next two required math classes.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>.

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by verbal communication, as well as an announcement to Blackboard.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.

Wk	Dates	Topic	Due Dates
1	Monday 8/24	☐ Syllabus Talk ☐ 1.2 Linear Equations and Rational Equations	Sunday 8/30 ☐ PJC Blackboard "First assign. Syllabus Quiz" ☐ 1.2 HW
	Wednesday 8/26	☐ Syllabus Talk ☐ 1.2 Linear Equations and Rational Equations ☐ 1.4 Imaginary Numbers	
2	Monday 8/31	☐ Syllabus Talk ☐ 1.4 Imaginary Numbers ☐ 1.5 Quadratic Equations	Sunday 9/6 ☐ 1.4 HW ☐ 1.5 HW
	Wednesday 9/2	☐ Syllabus Talk ☐ 1.5 Quadratic Equations	
3	Monday 9/7	☐ 1.6 HW (Other Types of Equations)	Sunday 9/13 ☐ 1.6 HW ☐ 1.7 HW
	Wednesday 9/9	☐ 1.7 Linear Inequalities and Absolute Value Inequalities ☐ 8.1 System of Linear Equations & Cramer's Rule	
4	Monday 9/14	☐ 8.1 System of Linear Equations & Cramer's Rule	Sunday 9/20 ☐ 8.1 HW ☐ T1 Review
	Wednesday 9/16	☐ Test 1 Review	
5	Monday 9/21	☐ Test 1	Sunday 9/27 ☐ 2.1 HW ☐ 2.2 HW
	Wednesday 9/23	☐ 2.1 Basics of Functions and Their Graphs ☐ 2.2 More on Functions and Their Graphs	
6	Monday 9/28	☐ 2.2 More on Functions and Their Graphs	Sunday 10/4 ☐ 2.3 HW ☐ 2.4 HW
	Wednesday 9/30	☐ 2.3 Linear Functions and Slope ☐ 2.4 More on Slope	
7	Monday 10/5	☐ 2.6 Composite Functions	Sunday 10/11 ☐ 2.6 HW ☐ 2.7 HW
	Wednesday 10/7	☐ 2.7 Inverse Functions	
8	Monday 10/12	Test 2 Review	Tuesday 10/13 ☐ T2 Review
	Wednesday 10/14	Test 2	
9	Monday 10/19	☐ 3.1 Quadratic Functions	Sunday 10/25 ☐ 3.1 ☐ 3.2
	Wednesday 10/21	☐ 3.1 Quadratic Functions ☐ 3.2 Polynomial Functions and Their Graphs	
10	Monday 10/26	☐ 3.2 Polynomial Functions and Their Graphs	Sunday 11/1

	Wednesday 10/28	☐ 3.3 HW Dividing Polynomials; Remainder Theorem	☐ 3.2 HW ☐ 3.3 HW
11	Monday 11/2	☐ 3.4 Zeros of Polynomial Functions	Sunday 11/8
	Wednesday 11/4	☐ 3.5 HW Rational Functions and Their Graphs	☐ 3.4 HW ☐ 3.5 HW
12	Monday 11/9	☐ Test 3 Review	Tuesday 11/10
	Wednesday 11/11	☐ Test 3	☐ T3 Review
13	Monday 11/16	☐ 4.1 HW Exponential Functions	Sunday 11/22
	Wednesday 11/18	☐ 4.2 HW Logarithmic Functions ☐ 4.3 HW Properties of Logarithms	☐ 4.1 HW ☐ 4.3 HW
14	Monday 11/23	☐ 4.4 HW Exponential and Logarithmic Equations	Sunday 11/29
	Wednesday 11/25	☐ 4.4 HW Exponential and Logarithmic Equations	
15	Monday 11/30	☐ 4.4 HW Exponential and Logarithmic Equations ☐ Test 4 "Final Exam" Review	Sunday 12/2
	Wednesday 12/2	☐ Test 4 "Final Exam" Review	☐ 4.4 HW ☐ Final Exam Review ☐ Late hmwks
16	FINAL EXAM / Test 4 WEEK	My Test 4 "Final Exam" is on:	

MATH1332.10N0
Contemporary Mathematics
Fall 2026

Instructor: Nicole Lorraine
Office: Greenville Center 204
Phone: (903)457-8711
Email: nlorraine@parisjc.edu

Meeting Location: Paris MS Bldg
Meeting Days: Tuesday and Thursday
Meeting Times: 11:00 – 12:15

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:30	8:00 - 9:30	8:00 - 9:30	8:00 - 9:30	
12:15 – 1:15	12:15 – 1:15	12:15 – 1:15	12:15 – 1:15	

Course Description:

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included.

Credits: SCH = 3

TSI Requirement: Math score must be 950 or above

Prerequisite(s): Satisfactory placement score or with MATH0400 as a co-requisite

Required Textbook and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase. For this course, we will be using courseware integrated with ALEKS. You will be able to access the textbook (Thinking Mathematically, 8th Edition, ISBN 9780137551224, Blitzer, Pearson) and learning materials directly through your Blackboard account.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Students must have the necessary basic computer skills to successfully utilize Blackboard and MyLab Math.

Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and MyLab Math.

The computers in the Library are available for your use anytime during the semester.

Course Goals and Objectives:

1. Competence in describing sets, subsets, and performing set operations.
2. Competence in operations involving integers and radicals.
3. Competence in operations using exponents and scientific notation.
4. Competence in solution of linear equations and their applications.
5. Competence in solution of linear inequalities.
6. Competence in graphing linear equations in two variables.
7. Competence in solution of quadratic equations by factoring or the quadratic formula.
8. Competence in the algebra of functions, their graphs and applications.
9. Competence in solving systems of linear equations and their applications.
10. Competence in solving systems of linear inequalities.
11. Competence in solving consumer math problems, including percents, loans, simple and compound interest, and mortgage payments.
12. Competence in solving probability problems, including single- and multi-stage experiments.
13. Competence in applications with permutations and combinations.
14. Competence in finding measures of central tendency.
15. Competence in discerning correct information from various types of graphs.

Course Requirements and Evaluation:

Assignments: All homework will be done online using Pearson's MyLab Math in Blackboard. We will discuss and demonstrate this tool in class. If you are unable to attend class, have a classmate's number so you can contact him/her to see if we have varied from the online assignments. The Homework is accessible even after the due date. Any work done on the Homework after the due date will be penalized 30%.

Tests: Major tests will be given periodically. In addition, a comprehensive departmental final exam will be given. No make-up tests will be given. However, the final exam grade will replace a missed test grade or your lowest test grade.

4 Exams @ 10% each	40%
Final Exam	20%
Homework	30%
Attendance	10%

90-100	A
80-89	B
70-79	C
60-69	D
BELOW 60	F

*****Your grade** is available to you 24/7 in Pearson via Blackboard. There is a tab below Homework & Tests where you do your Homework that is titled Gradebook. If you click on this tab, you can see your overall average for the course as well as your grade for each assignment and test. Do not look at the Gradebook at the top of the page in Blackboard – it will not be correct. Attendance grades will only be updated monthly.

Calculator: You must have a scientific calculator for this class. Your calculator needs to have one of the following keys: x^y or $\wedge$ or y^x . This item should not cost more than \$10! **A cellphone can NEVER be used as a calculator!**

Course Policies:

Come to class prepared EVERY time. You should have a notebook with all materials: copy of course contract, syllabus, notes, PENCIL, etc. Showing up unprepared shows any instructor that you are not interested in your education or his/her class.

Personal Needs: Please attend to your personal needs before class begins. This includes bathroom, supplies, refreshments, etc. It is inconsiderate and disruptive to me and your peers to have students leave once class has begun. If you are late, that does NOT mean that you cannot enter the class! You need to let me know after class that you were not absent so I can change it online and in my records.

Note: It is the responsibility of the student to provide the instructor with an up-to-date phone number. The only email that I will use to communicate with you is your DragonMail.

Anyone who is not enrolled in MATH1332 may NOT be in the classroom. Do NOT bring your child to class – there are liability concerns that put PJC at risk and it will not be allowed.

Class Attendance:

Class attendance is critical for the successful completion of this course. The material in this course will move quickly from one concept to the next. Every class period we will be covering new material that **you will be responsible for in the event of an absence**. I will take Attendance each day of class as required by Paris Junior College. If you decide to drop or withdraw from this class, it is your responsibility to initiate the withdrawal process in order to receive a grade of W. **Students will receive a grade of F if students quit attending class but do not complete the withdrawal process.** The last day for a student to withdraw from a course with a grade of "W" is *Thursday, November 12th*.

You are required to be in class regularly and on time. As a student, YOU have the responsibility to make arrangements to meet this class and to be on time. To be counted present, you must stay for the entire class period. In addition, attendance is 50% of your grade. Each tardy reduces your attendance grade 1 point, each absence reduces your grade by 3 points, leaving early reduces your grade by 1 point. If you come in late and attendance has already been checked, it is YOUR responsibility after class to let me know that you are not absent so it can be changed in my records.

You do not have the right to disrupt the class and disturb other students by coming into the classroom late, going in and out of the room during class, or leaving the classroom early. It is not fair for you to expect the instructor to go over material that was covered while you were absent when other students are ready to move ahead. The media that is included in each Homework section is there for you to use as a review or in place of a lesson that you may have missed from being absent.

Class Conduct: Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will **immediately receive a score of zero on the exam/assignment involved**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college. Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures: Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement: It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy: Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)
You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be informed of the change by an Announcement posted in Blackboard which will also be emailed to your Dragonmail account – your official college email address. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Aug. 25	Syllabus and MyLab Math demonstration		Oct. 22	5.2 The Integers: Order of Operations
Aug. 27	1.1 Inductive and Deductive Reasoning 1.2 Estimation, Graphs, and Mathematical Models		Oct. 27	5.3 The Rational Numbers
Sept. 1	2.1 Basic Set Concepts		Oct. 29	5.6 Exponents and Scientific Notation
Sept. 3	2.2 Subsets		Nov. 3	Review
Sept. 8	Labor Day Holiday		Nov. 5	Test 3
Sept. 10	2.3 Venn Diagrams and Set Operations		Nov. 10	6.1 Algebraic Expressions and Formulas
Sept. 15	Review		Nov. 12	6.2 Linear Equations in One Variable and Proportions
Sept. 17	Test 1		Nov. 17	7.1 Graphing and Functions
Sept. 22	11.1 The Fundamental Counting Principle, 11.4 Fundamentals of Probability		Nov. 19	7.2 Linear Functions and Their Graphs
Sept. 24	11.6 Events Involving <i>Not</i> and <i>Or</i> ; Odds		Nov. 24	Review
Sept. 29	11.7 Events Involving <i>And</i> ; Conditional Probability		Nov. 26	Thanksgiving Holiday
Oct. 1	12.1 Sampling, Frequency Distributions, and Graphs		Dec. 1	Test 4
Oct. 6	12.2 Measures of Central Tendency 12.3 Measures of Dispersion		Dec. 3	Final Exam Review
Oct. 8	Review		Dec. 8	Final Exam (Tuesday)
Oct. 13	Test 2			
Oct. 15	8.1 Percent, Sales Tax, and Discounts 8.3 Simple Interest			
Oct. 20	5.1 Number Theory: Prime and Composite			

****BOTTOM LINE: IF YOU COMPLETE EACH ASSIGNMENT ON TIME, ATTEND CLASS, & PARTICIPATE, YOU WILL EXCELL IN THIS COURSE****

Math 1332.20D0

Contemporary Math

Fall 2026

Instructor: Nicole Lorraine

Office: Greenville 204

Phone: 903-457-8711

Email: nlorraine@parisjc.edu

Office Hours: Online or by appointment (email is the best and fastest way to contact me)

Meeting Location: online

Meeting Days: N/A

Meeting Times: N/A

Course Description: Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. Credits: SCH = 3 hours.

TSI Requirement: Math 950 or enrollment in corequisite MATH0400

Required Textbook and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase. You will be able to access the textbook (Thinking Mathematically, 8th Edition, ISBN 9780137551224, Blitzer, Pearson) and learning materials directly through your Blackboard account.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Students must have the necessary basic computer skills to successfully utilize Blackboard and MyLab Math. Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and MyLab Math.

Course Goals and Objectives:

By the end of the semester the student shall demonstrate:

1. Competence in describing sets, subsets, and performing set operations.
2. Competence in operations involving integers and radicals.
3. Competence in operations using exponents and scientific notation.
4. Competence in solution of linear equations and their applications.
5. Competence in solution of linear inequalities.
6. Competence in graphing linear equations in two variables.
7. Competence in solution of quadratic equations by factoring or the quadratic formula.
8. Competence in the algebra of functions, their graphs and applications.
9. Competence in solving systems of linear equations and their applications.
10. Competence in solving systems of linear inequalities.
11. Competence in solving consumer math problems, including percent, loans, simple and compound interest, and mortgage payments.
12. Competence in solving probability problems, including single- and multi-stage experiments.
13. Competence in applications with permutations and combinations.
14. Competence in finding measures of central tendency.
15. Competence in discerning correct information from various types of graphs.

Course Requirements and Evaluation:

You must **check your PJC Dragon email at least every other day** to receive the necessary information for this online class. Attendance will be monitored in this class by access logs and recorded on Fridays. As the instructor for this course, I can see the date that you access the course via blackboard and what work you have done.

Evaluation Methods:

Grade scale

A – 90-100
B – 80-89
C – 70-79
D – 60-69
F – 0-59

Grade Weighting System

1st test – 12%
2nd test – 12%
3rd test – 12%
4th test - 12%
Final Exam - 12%
Homework - 40%

*****IMPORTANT*****

Everything you need for this online course can be found by logging into Blackboard which should be done ASAP so that you may start learning and working the homework exercises.

There is an assignment that must be done by midnight on Tuesday, Sept. 8th or you will be dropped from the class. It is called “Chapter 1.1 Inductive and Deductive Reasoning”. It is due by midnight on Sunday, January 18th. As with all homework assignments, you will lose 30% if you complete it after the due date. You must also send an email to me (nlorraine@parisjc.edu) **FROM YOUR DragonMail account with your name and class (MATH1332).** Click on the **Start Here** tab in Blackboard to find instructions for how to access your DragonMail. The email is also for a grade! **Any student, who is not active in the Blackboard class by midnight on Tuesday, September 8th and has not completed the first homework assignment, will be dropped from the course on September 9th.** This is mandated by the state of Texas to remain in the course.

Course Requirements:

There will be four exams, homework, and a comprehensive final exam. **There are NO makeup exams or re-takes.** The final exam may be substituted for a missed test grade or lower test grade, thus counting the final exam grade twice. The final exam is comprehensive.

Please follow this link go through the checklist for all technical things at PJC includings Dragonmail, MyPJC, and Blackboard accounts as well as the new 2 factor authentication requirement:

<https://www.parisjc.edu/technology/pjc-it-checklist.php>

I will communicate with you via email (PJC DragonMail). **Email should be checked at least every other day.** You should expect to spend online at least as much time as you would spend attending a traditional class each week. Students must possess basic computer skills necessary to be successful in an online course. **Students are expected to begin course work the first day of class.**

Testing Policy: **(This is Important!)**

Four tests and a comprehensive final will be given for the semester covering assigned homework material. Each exam will be worth 100 points. Two of the four Tests (Test 1 and Test 3) **and** the Final Exam must be taken using Respondus Lockdown Browser OR at a PJC campus testing center during scheduled testing periods indicated in the syllabus. You must have a picture ID to take a test at the Testing Centers. To **make an appointment to take a proctored test at a Testing Center**, call the testing location of your choice:

Paris: 903-782-0446

Greenville: 903-454-9333

Sulphur Springs: 903-885-1232

Not all Testing Centers are open everyday so make sure to check the schedule of the Testing Center that you plan to use. Greenville does not have testing on Fridays.

Each test will be available for ONE WEEK (week being school days if you plan to take it at a Testing Center since Testing Centers are not open on weekends). Be sure not to wait until the last possible date to take exams in the event last minute conflicts or personal problems occur. Remember there are **no make-up exams**.

If you can't complete the Review for a Test with just your cheatsheet, paper, and a calculator in the 2 hours you are allowed for the Test, then you are not prepared to take it. You can work through the Review like you would work the Homework. When you have a grade that you are happy with, then go back into the Review and click Review & Practice and you will get problems VERY similar to the original problems to practice and it will not affect the grade you already made. That is true for all the Homework assignments as well.

No cell phones, pagers, tablets, books, notes, or electronic materials may be used by students during proctored testing.

You may use a calculator and ½ sheet of paper (cheatsheet) on the three proctored tests.

The best thing to use to prepare for the Tests is the Reviews that are included in your Homework Assignments. The first one is called Review for Test 1. The Reviews are **prerequisites** for the Tests. You CANNOT take a proctored Test until you make at least a 70 on the Review. If you want to put problems from the Review on your Cheat Sheet, that's totally ok! You can put anything you want on the cheat sheet. You only get one chance to input answers on the Tests. It's not like the Homework that allows you to input the answer over and over until you get it right.

Tests are to be taken by the deadlines scheduled. **It is the responsibility of the student to note test dates.** Remember, there are **no make-up tests**. It is a good idea to set reminders in your phone and/or keep this Syllabus nearby because all the dates are at the end.

Homework/Class Exercises: The homework is an on-line component using MyLab Math which is the software supported in Blackboard. The purpose of these activities is to give you the practice necessary to become proficient in each mathematical concept, to examine various applications of the given concept, and to prepare for the exams. The Homework assignments will open in groups. The group that is open now is only relevant to Test 1 (and the Final Exam). The second group of Homework will open the same day as the first Test. This process repeats for all 4 groups of Homework.

All due opening dates and due dates for all assignments including TESTS are listed in the table on the last page. You should set reminders in your phone and also keep a printout of those dates handy. You do NOT have to do the Homework assignments in order. You do not have to complete an assignment when you open it. You can do one problem and get out – **it will automatically save your answers.** Any work done after the due date will be penalized 30%!

IMPORTANT NOTES ABOUT HOMEWORK ASSIGNMENTS:

Everyone can get a 100 on every Homework Assignment! Each problem can be worked over and over again until you get it right. You get 3 chances to enter the answer before it tells you the correct answer and marks the problem wrong. BUT you do not have to get it wrong - just select Similar Exercise and you can work another problem just like the one you missed (it will just be different numbers). Then you have 3 more chances to enter your answer. You can do this over and over until you get it right.

If you miss problems and want to go back to them later, you can still change your answers at any time by clicking on the assignment, then click **Improve Score** and you can fix any problem that is marked wrong by clicking **Similar Question**.

There are media aids in the Homework assignments like videos and Powerpoints. You MUST at least click on the media to get points on the Homework. You cannot make a 100 on Homework if you have not clicked on each media item – so basically the media provides you FREE points on your Homework.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12th.**

Attendance will be monitored in this class by access logs and recorded on Fridays. As the instructor for this course, I can see the date that you access the course via blackboard and the work that you have done.

Class Conduct: Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will **immediately receive a score of zero on the exam/assignment involved**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures: Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement: It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

This syllabus is subject to change at any time. When changes are made, students will be informed of the change by an Announcement posted in Blackboard which will also be emailed to your Dragonmail account – your official college email address. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Record these dates on a calendar. **Test Reviews** (which are VERY HELPFUL) are part of your Homework Assignments and must be completed with at least a grade of 70 before you can open the Tests. **Proctored Tests** open on a Monday and close on Friday. If a test is NOT proctored, you can take it at home or anywhere there is Wifi and will not be due until Sunday. You are allowed to take a calculator and a cheat sheet (1/2 piece of paper). You may put ANYTHING you want on the Cheat Sheet. All Homework due dates are listed on the homework in MyLab Math also.

Class Schedule:

Dates	Assignment
August 24 - 30 (Mon. – Sun.) Chapter 1.1 Inductive and Deductive Reasoning <i>You will be dropped if you do not complete by midnight Tuesday, September 8th, but it is DUE Aug. 30</i>	1. Login MATH1332 through Blackboard and click on Pearson to complete Chapter 1.1 (it's patterns and not difficult) 2. Verify that you have signed into your Dragonmail account by sending me an email with your NAME and CLASS (MATH1332.20D0) to nlorraine@parisjc.edu . This is how I will communicate with you throughout the semester and the email counts as a Homework grade.
August 24 – September 13 <i>Group 1 of Homework</i>	1.2 Estimation, Graphs, and Mathematical Models 1.3 Problem Solving 2.1 Basic Set Concepts 2.2 Subsets 2.3 Venn Diagrams and Set Operations Review for Test 1 (<i>must make at least 70 to open Test 1</i>)
September 14 – 18 (Mon – Fri)	Test 1 ** PROCTORED using Respondus Lockdown Browser or at a PJC Testing Center **
September 14 – October 11 <i>There is no Review for Test 2 since it is not a proctored Test</i>	5.1 Number Theory: Prime and Composite Numbers 5.2 The Integers: Order of Operations 5.6 Exponents and Scientific Notation 6.1 Algebraic Expressions and Formulas 6.2 Linear Equations in One Variable and Proportions
October 12 – 18 (Mon – Sun)	Test 2 (not proctored – you can take it at home)
October 12 – November 1 <i>Set 3 of Homework</i>	7.1 Graphing and Functions 7.2 Linear Functions and their Graphs 8.1 Percent, Sales Tax, and Discounts 8.3 Simple Interest 11.1 The Fundamental Counting Principles 11.4 Fundamentals of Probability Review for Test 3 (<i>must make at least 70 to open Test 3</i>)
November 2 – 6 (Mon – Fri)	Test 3 ** PROCTORED using Respondus Lockdown Browser or at a PJC Testing Center **

November 2 - 22 <i>There is no Review for Test 4 since it is not a proctored Test</i>	11.6 Events Involving Not and Or 11.7 Events Involving And; Conditional Probability 12.1 Sampling, Frequency Distributions, and Graphs 12.2 Measures of Central Tendency 12.3 Measures of Dispersion
November 23 – 29 (Mon – Sun)	Test 4 (not proctored – you can take it at home)
November 23 – December 8	Review for Final Exam <i>(must make a 70 to open the Final)</i>
December 1 - 8 (Tuesday – Tuesday)	Final Exam ** PROCTORED using Respondus Lockdown Browser or at a PJC Testing Center **

MATH1332.40N0
Contemporary Mathematics
Fall 2026

Instructor: Nicole Lorraine
Office: Greenville Center 204
Phone: (903)457-8711
Email: nlorraine@parisjc.edu

Meeting Location: Greenville 220
Meeting Days: Tuesday and Thursday
Meeting Times: 11:00 – 12:15

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:30	8:00 - 9:30	8:00 - 9:30	8:00 - 9:30	
12:15 – 1:15	12:15 – 1:15	12:15 – 1:15	12:15 – 1:15	

Course Description:

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included.

Credits: SCH = 3

TSI Requirement: Math score must be 950 or above

Prerequisite(s): Satisfactory placement score or with MATH0400 as a co-requisite

Required Textbook and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase. For this course, we will be using courseware integrated with ALEKS. You will be able to access the textbook (Thinking Mathematically, 8th Edition, ISBN 9780137551224, Blitzer, Pearson) and learning materials directly through your Blackboard account.

If you wish to opt out of this program, please follow the steps below:

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Students must have the necessary basic computer skills to successfully utilize Blackboard and MyLab Math.

Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and MyLab Math.

The computers in the Library are available for your use anytime during the semester.

Course Goals and Objectives:

1. Competence in describing sets, subsets, and performing set operations.
2. Competence in operations involving integers and radicals.
3. Competence in operations using exponents and scientific notation.
4. Competence in solution of linear equations and their applications.
5. Competence in solution of linear inequalities.
6. Competence in graphing linear equations in two variables.
7. Competence in solution of quadratic equations by factoring or the quadratic formula.
8. Competence in the algebra of functions, their graphs and applications.
9. Competence in solving systems of linear equations and their applications.
10. Competence in solving systems of linear inequalities.
11. Competence in solving consumer math problems, including percents, loans, simple and compound interest, and mortgage payments.
12. Competence in solving probability problems, including single- and multi-stage experiments.
13. Competence in applications with permutations and combinations.
14. Competence in finding measures of central tendency.
15. Competence in discerning correct information from various types of graphs.

Course Requirements and Evaluation:

Assignments: All homework will be done online using Pearson's MyLab Math in Blackboard. We will discuss and demonstrate this tool in class. If you are unable to attend class, have a classmate's number so you can contact him/her to see if we have varied from the online assignments. The Homework is accessible even after the due date. Any work done on the Homework after the due date will be penalized 30%.

Tests: Major tests will be given periodically. In addition, a comprehensive departmental final exam will be given. No make-up tests will be given. However, the final exam grade will replace a missed test grade or your lowest test grade.

4 Exams @ 10% each	40%
Final Exam	20%
Homework	30%
Attendance	10%

90-100	A
80-89	B
70-79	C
60-69	D
BELOW 60	F

*****Your grade** is available to you 24/7 in Pearson via Blackboard. There is a tab below Homework & Tests where you do your Homework that is titled Gradebook. If you click on this tab, you can see your overall average for the course as well as your grade for each assignment and test. Do not look at the Gradebook at the top of the page in Blackboard – it will not be correct. Attendance grades will only be updated monthly.

Calculator: You must have a scientific calculator for this class. Your calculator needs to have one of the following keys: x^y or $\wedge$ or y^x . This item should not cost more than \$10! **A cellphone can NEVER be used as a calculator!**

Course Policies:

Come to class prepared EVERY time. You should have a notebook with all materials: copy of course contract, syllabus, notes, PENCIL, etc. Showing up unprepared shows any instructor that you are not interested in your education or his/her class.

Personal Needs: Please attend to your personal needs before class begins. This includes bathroom, supplies, refreshments, etc. It is inconsiderate and disruptive to me and your peers to have students leave once class has begun. If you are late, that does NOT mean that you cannot enter the class! You need to let me know after class that you were not absent so I can change it online and in my records.

Note: It is the responsibility of the student to provide the instructor with an up-to-date phone number. The only email that I will use to communicate with you is your DragonMail.

Anyone who is not enrolled in MATH1332 may NOT be in the classroom. Do NOT bring your child to class – there are liability concerns that put PJC at risk and it will not be allowed.

Class Attendance:

Class attendance is critical for the successful completion of this course. The material in this course will move quickly from one concept to the next. Every class period we will be covering new material that **you will be responsible for in the event of an absence**. I will take Attendance each day of class as required by Paris Junior College. If you decide to drop or withdraw from this class, it is your responsibility to initiate the withdrawal process in order to receive a grade of W. **Students will receive a grade of F if students quit attending class but do not complete the withdrawal process.** The last day for a student to withdraw from a course with a grade of "W" is *Thursday, November 12th*.

You are required to be in class regularly and on time. As a student, YOU have the responsibility to make arrangements to meet this class and to be on time. To be counted present, you must stay for the entire class period. In addition, attendance is 50% of your grade. Each tardy reduces your attendance grade 1 point, each absence reduces your grade by 3 points, leaving early reduces your grade by 1 point. If you come in late and attendance has already been checked, it is YOUR responsibility after class to let me know that you are not absent so it can be changed in my records.

You do not have the right to disrupt the class and disturb other students by coming into the classroom late, going in and out of the room during class, or leaving the classroom early. It is not fair for you to expect the instructor to go over material that was covered while you were absent when other students are ready to move ahead. The media that is included in each Homework section is there for you to use as a review or in place of a lesson that you may have missed from being absent.

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You can return to your normal activities when, for at least 24 hours, both are true:

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Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be informed of the change by an Announcement posted in Blackboard which will also be emailed to your Dragonmail account – your official college email address. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

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Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Aug. 25	Syllabus and MyLab Math demonstration		Oct. 22	5.2 The Integers: Order of Operations
Aug. 27	1.1 Inductive and Deductive Reasoning 1.2 Estimation, Graphs, and Mathematical Models		Oct. 27	5.3 The Rational Numbers
Sept. 1	2.1 Basic Set Concepts		Oct. 29	5.6 Exponents and Scientific Notation
Sept. 3	2.2 Subsets		Nov. 3	Review
Sept. 8	Labor Day Holiday		Nov. 5	Test 3
Sept. 10	2.3 Venn Diagrams and Set Operations		Nov. 10	6.1 Algebraic Expressions and Formulas
Sept. 15	Review		Nov. 12	6.2 Linear Equations in One Variable and Proportions
Sept. 17	Test 1		Nov. 17	7.1 Graphing and Functions
Sept. 22	11.1 The Fundamental Counting Principle, 11.4 Fundamentals of Probability		Nov. 19	7.2 Linear Functions and Their Graphs
Sept. 24	11.6 Events Involving <i>Not</i> and <i>Or</i> ; Odds		Nov. 24	Review
Sept. 29	11.7 Events Involving <i>And</i> ; Conditional Probability		Nov. 26	Thanksgiving Holiday
Oct. 1	12.1 Sampling, Frequency Distributions, and Graphs		Dec. 1	Test 4
Oct. 6	12.2 Measures of Central Tendency 12.3 Measures of Dispersion		Dec. 3	Final Exam Review
Oct. 8	Review		Dec. 8	Final Exam (Tuesday)
Oct. 13	Test 2			
Oct. 15	8.1 Percent, Sales Tax, and Discounts 8.3 Simple Interest			
Oct. 20	5.1 Number Theory: Prime and Composite			

****BOTTOM LINE: IF YOU COMPLETE EACH ASSIGNMENT ON TIME, ATTEND CLASS, & PARTICIPATE, YOU WILL EXCELL IN THIS COURSE****

MATH1332.50N0
Contemporary Mathematics
Fall 2026

Instructor: Nicole Lorraine
Office: Greenville Center 204
Phone: (903)457-8711
Email: nlorraine@parisjc.edu

Meeting Location: Sulphur Springs Center
Meeting Days: Tuesday and Thursday
Meeting Times: 11:00 – 12:15

Office Hours:

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12:15 – 1:15	12:15 – 1:15	12:15 – 1:15	12:15 – 1:15	

Course Description:

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included.

Credits: SCH = 3

TSI Requirement: Math score must be 950 or above

Prerequisite(s): Satisfactory placement score or with MATH0400 as a co-requisite

Required Textbook and Materials:

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase. For this course, we will be using courseware integrated with ALEKS. You will be able to access the textbook (Thinking Mathematically, 8th Edition, ISBN 9780137551224, Blitzer, Pearson) and learning materials directly through your Blackboard account.

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2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also opt out using the student-specific link provided in the email from noreply@follett.com.

Important: If you opt out, you will no longer have access to your required digital materials and will need to purchase the required materials on your own.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Students must have the necessary basic computer skills to successfully utilize Blackboard and MyLab Math.

Students must also have a personal computer with reliable internet service or access to a computer with reliable internet service a minimum of five days a week. The computer must meet the minimum system requirements of Blackboard and MyLab Math.

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6. Competence in graphing linear equations in two variables.
7. Competence in solution of quadratic equations by factoring or the quadratic formula.
8. Competence in the algebra of functions, their graphs and applications.
9. Competence in solving systems of linear equations and their applications.
10. Competence in solving systems of linear inequalities.
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Course Requirements and Evaluation:

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Homework	30%
Attendance	10%

90-100	A
80-89	B
70-79	C
60-69	D
BELOW 60	F

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Calculator: You must have a scientific calculator for this class. Your calculator needs to have one of the following keys: x^y or $\wedge$ or y^x . This item should not cost more than \$10! **A cellphone can NEVER be used as a calculator!**

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Personal Needs: Please attend to your personal needs before class begins. This includes bathroom, supplies, refreshments, etc. It is inconsiderate and disruptive to me and your peers to have students leave once class has begun. If you are late, that does NOT mean that you cannot enter the class! You need to let me know after class that you were not absent so I can change it online and in my records.

Note: It is the responsibility of the student to provide the instructor with an up-to-date phone number. The only email that I will use to communicate with you is your DragonMail.

Anyone who is not enrolled in MATH1332 may NOT be in the classroom. Do NOT bring your child to class – there are liability concerns that put PJC at risk and it will not be allowed.

Class Attendance:

Class attendance is critical for the successful completion of this course. The material in this course will move quickly from one concept to the next. Every class period we will be covering new material that **you will be responsible for in the event of an absence**. I will take Attendance each day of class as required by Paris Junior College. If you decide to drop or withdraw from this class, it is your responsibility to initiate the withdrawal process in order to receive a grade of W. **Students will receive a grade of F if students quit attending class but do not complete the withdrawal process.** The last day for a student to withdraw from a course with a grade of "W" is *Thursday, November 12th*.

You are required to be in class regularly and on time. As a student, YOU have the responsibility to make arrangements to meet this class and to be on time. To be counted present, you must stay for the entire class period. In addition, attendance is 50% of your grade. Each tardy reduces your attendance grade 1 point, each absence reduces your grade by 3 points, leaving early reduces your grade by 1 point. If you come in late and attendance has already been checked, it is YOUR responsibility after class to let me know that you are not absent so it can be changed in my records.

You do not have the right to disrupt the class and disturb other students by coming into the classroom late, going in and out of the room during class, or leaving the classroom early. It is not fair for you to expect the instructor to go over material that was covered while you were absent when other students are ready to move ahead. The media that is included in each Homework section is there for you to use as a review or in place of a lesson that you may have missed from being absent.

Class Conduct: Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will **immediately receive a score of zero on the exam/assignment involved**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college. Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures: Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement: It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy: Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)
You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be informed of the change by an Announcement posted in Blackboard which will also be emailed to your Dragonmail account – your official college email address. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

Aug. 25	Syllabus and MyLab Math demonstration		Oct. 22	5.2 The Integers: Order of Operations
Aug. 27	1.1 Inductive and Deductive Reasoning 1.2 Estimation, Graphs, and Mathematical Models		Oct. 27	5.3 The Rational Numbers
Sept. 1	2.1 Basic Set Concepts		Oct. 29	5.6 Exponents and Scientific Notation
Sept. 3	2.2 Subsets		Nov. 3	Review
Sept. 8	Labor Day Holiday		Nov. 5	Test 3
Sept. 10	2.3 Venn Diagrams and Set Operations		Nov. 10	6.1 Algebraic Expressions and Formulas
Sept. 15	Review		Nov. 12	6.2 Linear Equations in One Variable and Proportions
Sept. 17	Test 1		Nov. 17	7.1 Graphing and Functions
Sept. 22	11.1 The Fundamental Counting Principle, 11.4 Fundamentals of Probability		Nov. 19	7.2 Linear Functions and Their Graphs
Sept. 24	11.6 Events Involving <i>Not</i> and <i>Or</i> ; Odds		Nov. 24	Review
Sept. 29	11.7 Events Involving <i>And</i> ; Conditional Probability		Nov. 26	Thanksgiving Holiday
Oct. 1	12.1 Sampling, Frequency Distributions, and Graphs		Dec. 1	Test 4
Oct. 6	12.2 Measures of Central Tendency 12.3 Measures of Dispersion		Dec. 3	Final Exam Review
Oct. 8	Review		Dec. 8	Final Exam (Tuesday)
Oct. 13	Test 2			
Oct. 15	8.1 Percent, Sales Tax, and Discounts 8.3 Simple Interest			
Oct. 20	5.1 Number Theory: Prime and Composite			

****BOTTOM LINE: IF YOU COMPLETE EACH ASSIGNMENT ON TIME, ATTEND CLASS, & PARTICIPATE, YOU WILL EXCELL IN THIS COURSE****

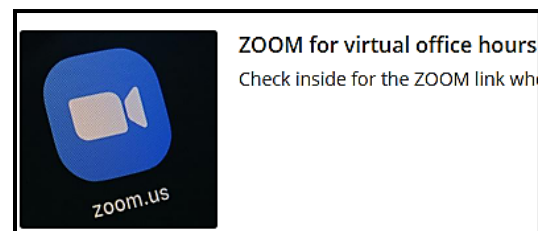
MATH 1342.40A0
Elementary Statistical Methods
Fall 2026

Instructor: Sarah Morrison
Office: GC-210
Phone: (903)457-8713
Email: smorrison@parisjc.edu
Course Type: Face-to-face

Meeting Location: GC-125
Meeting Days: TH
Meeting Times: 8am-9:15am
ZOOM link for online office hours/tutorials:
<https://us06web.zoom.us/j/95211478382>

Office Hours:

One-on-One Help: If you need individual assistance, email Mrs. Morrison as soon as possible with a few available dates and times over the next week. Be sure to mention whether you prefer Zoom or face-to-face for the meeting. Together, we'll find a time that works. To prepare, write down the specific homework assignments and problem numbers you need help with. See Teaching & Office Hours Schedule on Blackboard under START HERE. Zoom Link on Blackboard.



Monday	Tuesday	Wednesday	Thursday	Friday
PJC 9:20a-10:50a	PJC 9:30a-10:45a	PJC 9:20a-10:50a	PJC 9:30a-10:45a	PJC 8am-Noon.
PJC 1p-4p	ETAMU 11:30a-12:30p	PJC 1p-4p	ETAMU 11:30a-12:30p	Will not show up if no appts
Email to request a ZOOM outside hours.	Email to request a ZOOM outside hours.	Email to request a ZOOM outside hours.	Email to request a ZOOM outside hours.	

Course Description:

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

Credits: MATH 1342 is a 3 credit hour course.

TSI Requirement: Math score must be 950 or above

Prerequisite(s): Acceptable placement score or with MATH 0400 as a co-requisite.

Required Textbook(s) and Materials:

The Book (optional): **Elementary Statistics Using the TI-83/84 Plus Calculator 5th Edition is found in your Pearson account through Blackboard. Do not purchase a handheld book. The book lives in the internet.** All the required course materials for your classes are being delivered through Dragon Now, the campus-wide, affordable course materials program. Your PJC Account will be charged automatically, so you will not need to make a separate purchase.

For this course, we will be using courseware integrated with Aleks (**Bluman: Elementary Statistics: A Step by Step Approach, 11th Ed.**). You will be able to access the textbook and learning materials directly through Blackboard Ultra.

1. Create an account using your student email account

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

The Free Phone App (mandatory): Cell phone app calculators are allowed during notes and exams if Mrs. Mo is present. iPhone users should all download the Calc84 app in case your handheld graphing calculator dies (or if you do not want to purchase one). When you use the phone app, some of the screens look different. Mrs. Mo will teach the steps using a handheld calculator, iphone app, and android app so all students know see their version. All students should download the app in case your handheld calculator is not around.

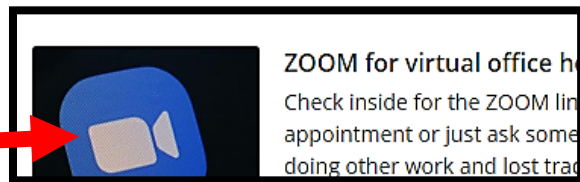


The Handheld Graphing Calculator (optional): Only purchase TI, or Texas Instruments, products. No need to purchase if you are happy with Phone app. Calculators that are older and do not charge through USB will need AAA batteries. Calculators can be purchased in the bookstore, amazon, eBay, pawn shops, Staples, Wal-Mart, etc. Before you purchase, ask any 18+ year old's if they have one at home you can borrow for the semester.

Calculators for us (Texas Instruments 83,83+, 84, 84+):	Calculators not for us (Scientifics, Casio, Texas Instruments->Nspires):
Texas Instruments TI-84 PLUS CE... \$113.99 Amazon.com Free shipping Texas Instruments TI-84 Plus Graphin... \$139.00 Walmart ★★★★★ (3k+) Texas Instruments TI-84 Plus C Silver... \$114.88 Amazon.com Refurbished	<u>Texas Instruments TI-30XS MultiView Scientific Calculator</u> \$19.99 <u>Amazon.com</u> CASIO PRIZM FX-CG50 Color... \$98.88 Amazon.com Free shipping Texas Instruments TI-Nspire CX II CA... \$148.45 Amazon.com Free shipping Scientific Calculator with... \$39.99 Amazon.com Free shipping Casio fx-9750GII Graphing... \$52.88 Amazon.com Refurbished

The Supplies for Notes(mandatory): Please have something to write with. You will need something with pockets to hold handouts. Mrs. Mo uses a folder to keep all handouts. Colored pens, markers, or highlighters are a great for distinguishing different parts of a problem.

The Computer & Accessories: Students must have access to Wi-Fi and a computer. If a student does not have these, they can do their work in the computer lab across the hall. ZOOMs work well if you have a Webcam, but is not necessary. Check with your Academic Advisor for financial aide to purchase a computer or possibly a loaner laptop.



The Internet: Students must have access to their PJC DragonMail, PJC Blackboard, Calc84 phone app. Mrs. Mo. Students will use Blackboard→Aleks for hmwks, quizzes, gradebook, etc. The price of Aleks is included in your tuition and there is no additional money you pay. Aleks is inside your Blackboard and is a click away.

Official Student Email Policy Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Course Goals and Objectives:

Foundational Component Area: Mathematics courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.

Required Core Objectives Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level):

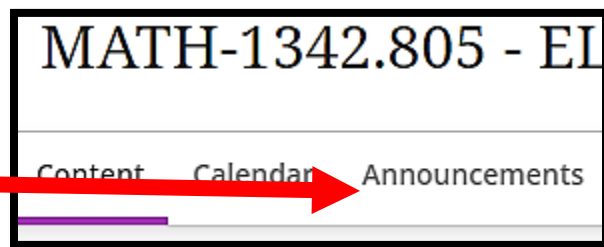
1. Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.
2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (MATH 1342 Course-Level):

1. The student is expected to organize, sketch, and interpret summary measures for univariate and bivariate data sets.
2. The student is expected to demonstrate proficiency in solving probability problems involving the concepts of independent and mutually exclusive events, binomial and normal distributions.

3. The student is expected to demonstrate proficiency in solving probability problems involving the concepts of independent and mutually exclusive events, binomial and normal distributions.
4. The student is expected to test hypothesis, using traditional, p-value, and confidence interval methods.

Course Schedule: Mrs. Mo will send out an email/ Blackboard Announcement if she cancels class. Check all three every day before you drive to class so you do not waste gas. Below is a tentative schedule that will change due to Bad Weather cancellations, maintenance to Blackboard/MathXL/ DragonMail, etc. Always check the Weekly Announcements on Blackboard for up to date info.



Course Requirements and Evaluation:

Students are expected to attend class regularly and to be prepared each time the class meets. Grades for the semester are calculated based on the student's performance on homework, three major tests, and the comprehensive final examination. The last day for a student to withdraw from a course with a grade of "W" is Thursday, April 10, 2025. Course grades are calculated as follows:

Attendance	10%	(or 10 out of 100 points)
Homework Average	30%	(or 30 out of 100 points)
Test Average (3 Major Tests)	40%	(or 40 out of 100 points)
Comprehensive Final Exam	20%	(or 20 out of 100 points)

Final course grades are assigned based on overall course average as follows:

<u>Course Average</u>	<u>Course Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

- Final Exam replaces lowest test grade and counts as the final exam grade.

Course Policies:

Attendance/ Tardiness (10% or 10 out of 100 points):

If you come to class 0 times, the highest you can make for the semester is a 90.

If you are going to be absent:

1.All absences: If you know you are going to be absent and tell Mrs. Mo ahead of time, you can make up all assignments with no penalty points. Please email dates of vacations, work conferences, children's school functions, etc. as soon as possible. Your attendance grade for the day will be converted to 100. The daily roll sheets will have "excused" written next to your name. The email is the documentation that protects you.

2.Exam absences: Exams can be made up if documentation of a valid excuse is emailed/ handed to Mrs. Mo. Valid excuses are:

- Illness with documentation including your name (or child's, spouse, partner, or elder's name who you care for), doctor name, doctor workplace (ER, doctor's office, Teladoc, etc.)
- Unexpected Transportation issues with documentation such as picture of flat tire selfie, picture of crashed car selfie, invoice from tow truck, rental car, receipt from dealership, etc. Dual Credits: you get two free "I missed the bus" excused absences
- Legal Requirements such as child custody hearings, speeding ticket court dates, jury duty, divorce court, etc.
- Natural disasters like housefire, flooding, iced driveway/roads selfie, etc.
- Dual Credit Students: School Activity such as PSAT, SAT, Drill Competition, College Visits, Driver's License, Band Competition, Rodeo, FFA, etc. are excused with documentation.

Documentation is how you protect yourself and guarantee your right to make up the exam. All documentation should have your name and date, place of occurrence, and name of doctor. Do not include any information that could be used to steal your identity such as social security numbers, credit card numbers, addresses, phone numbers, etc.

3. Makeup Exams for Excused Absences: Can be scheduled during the next class in the testing center across the hall, outside class time in testing center, or outside class time in Mrs. Mo's office with the door open. No makeup tests will be allowed to be taken at home. Please email Mrs. Mo your wish so she can have it for documentation.

4. Attendance Grades: Roll sheets will be present at the start of every class. Sign it before you leave. Sign it → 100 attendance grade for the day. Do not sign it → 0 for attendance grade for the day. Documentation of Valid excuses → 100 attendance grade for the day.

The last day for a student to withdraw from a course with a grade of "W" is **Thursday, April 9, 2025**
LAST DAY TO DROP.

Withdrawing from a course is your decision, but Mrs. Mo will give you as much info as she can so you can make the right choice.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

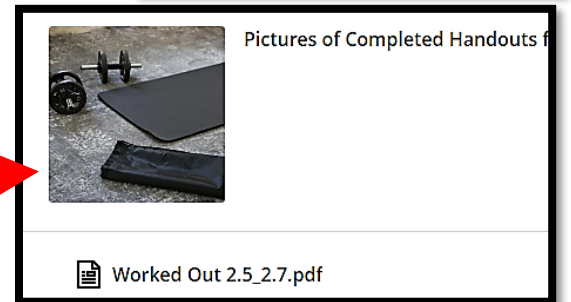
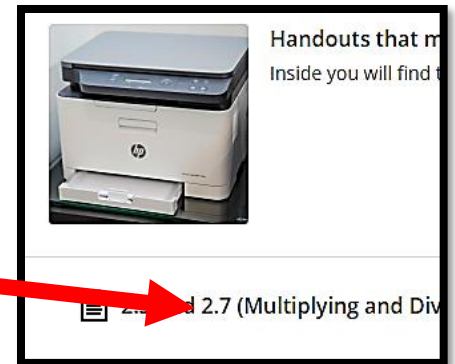
1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Class Notes (not graded):

Notes will consist of:

- i. Handouts with fill in the blanks, pictures, tables, vocabulary, flow charts, calculator buttons, hmwk toolbar buttons, and examples over K-8th grade math. These handouts will contain examples directly copied and pasted from your hmwks.
- ii. It is vital to write everything Mrs. Mo writes and keep your handouts beside you while you complete hmwk.
- iii. If there is a calculator trick, students must first go through the pain of paper/pencil math to see how the formulas work. After the pain, students will be taught the shortcuts and the shortcuts can be used for every test.
- iv. Pictures of the Worked Out Notes are on Blackboard in case you are absent.



Homework (30% or 30 of 100 points):

If you have a 0 average for hmwks, the highest semester grade you will make is a 70.

It is dangerous to procrastinate. All accompanying hmwks must be a 70 or higher to gain access to quizzes. If you do not attempt the hmwks until after the due date, then you must get every question perfect (100%) with a 30% penalty.

All homework is open and can be worked.

Before you get click happy, you can work ahead, however, once you start a hmwk, the grade assigned is part of your whole grade. (So, if you click into a hmwk and do nothing→ you get a 0 until you finish the assignment.)

Mrs. Mo will speak the due dates in class, write them in class, post a Blackboard announcement, sends out reminder email, texts due dates through Remind, and the due dates will be visible through the online hmwk platform MathXL.

Online assignments are due Sunday at midnight, or the night before an exam.

All students should have a goal of 90 or higher on their homework BECAUSE:

1)You get THREE chances to get each question correct.

2)You can press SIMILAR QUESTION after you get the question wrong with your first 3 chances. Once you complete the newly generated question correctly, the previous wrong attempt is forgotten and will not affect your score. You can also use this feature to repeatedly try problems of the same type to review for a test.

3) Press  to see a step by step example exactly the same, but with different numbers. It is vital to

come to class since our notes will have exact phrases EXAMPLE . Class notes will often have

an easier method compared to EXAMPLE .

4) Try not to press Explanation. This will walk you through the problem step by step; however, you do

not receive full credit for the problem.

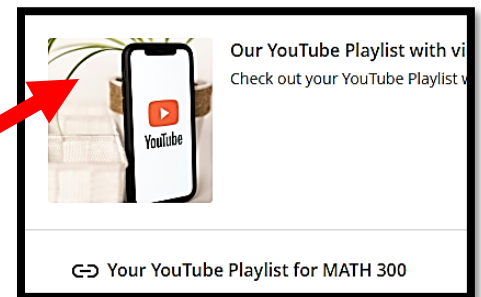
Explanation 

5) The 30% penalty only applies to the questions attempted after the due date. You only have to do the incomplete or wrong problems to improve your grade after the due date. For example: John finished half of his hmwk problems correctly by the due date. He gets a 50. After the due date, he completes the other half of his hmwk problems correctly, but only gets 35 points added on. His score goes from a 50 → 85! The on-time problems are given full credit. The late problems are not full credit.

6) ALWAYS try as much hmwk as you can before the due date. Only time for the pictures? DO THEM. Only have time for the fill in the blanks? DO THEM. It is dangerous to procrastinate. All accompanying hmwks must be a 70 or higher to gain access to quizzes. If you do not attempt the hmwks until after the due date, then you must get every question perfect with a 30% penalty.

7) Mrs. Mo's YouTube Playlist @Mrs.MoGvillePJC has tagged videos that will explain the vocabulary, math, and calculator buttons needed. There are no Mo videos, just other content creators.

8) Absolute Last Day for any hmwks improvements: Wednesday, May 6, 2025



Online Exam Reviews & Final Exam Review (included in the 30% hmwk):

1) Are not posted yet.

2) All online reviews are OPTIONAL. You can do all of the problems or two. You can do #7 four times to generate different problems to practice. If the grade is lower than your hmwk average, it will be omitted (will not bring your grade down. Your grade will back up to what it was before you did the review. If the grade is higher than your hmwk average, it will stay to keep your grade high.

3) If time permits, Mrs. Mo will copy/paste/create an additional paper exam review (that includes formulas, calculator buttons, hints) that will be done in class for no grade.

4) The exam will always have the same-ish problems as the reviews. Same-ish means same order, repeats removed, and different numbers or small changes to words.

5) You will make a 1 page front and back of cheats for each exam. The cheats can be formulas, calculator buttons, the math, etc.

Exams (40% or 40 out of 100 points):

If you have a 0 average for your tests, then the highest you can make in the class is a 70 until you take.

- 1) Tests are in class, unless time runs out and we need a take-home test around the end of the semester.
- 2) Cell Phone App Calc 84 or Texas Instruments graphing calculators can be used. Students using this app should sit on the front row and be aware that Mrs. Mo might stare at your hand movements or hover to see student screens.
- 3) If you go to the bathroom, leave your cell phone on desk.
- 4) No questions will be answered by Mrs. Mo UNLESS you find a mistake☺ Then ask Mrs. Mo, not your buddy.
- 5) Exams will be a mixture of multiple choice, fill in the blank, calculator problems, formula problems, and vocabulary.
- 6) On the next class day, Mrs. Mo will hand back tests in order for anyone to argue their case for a higher grade for about 10 minutes. (Mrs. Mo did not add points correctly, did not see where you wrote part of the answer, or could not read your handwriting.) After that, points will not be given back unless it was Mrs. Mo's fault.
- 7) Your final will replace your lowest test grade (if you have a lowest-test grade), and will also count as the final.
- 8) You will make a 1 page front and back of cheats. For each exam

Final Exam (20% or 20 points out of 100):

If get a 0 on the final, the highest grade you can make in the class is an 80.

- Final Exam will cover material from the 1st day- last day (comprehensive).
- Made by Paris, taken by all stats students.
- 1 page of cheats can be used.
- Day and Time will be determined by Paris.
- Your final will replace your lowest test grade (if you have a lowest-test grade), and will also count as the final. That means the Final could be worth $20\% + 13\% = 33\%$ of your entire grade.

Class Conduct (not graded):

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Please see below for class conduct not allowed:

- 1) Talking over the teacher.
- 2) Talking over classmates.

- 3) Use of calculator technology other than the approved calculator in class.
- 4) Language (including online) that creates a hostile learning or teaching environment.
- 5) Hand motions, body language, or online images that creates a hostile learning or teaching environment.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence

(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI.

Students who are suspected of cheating due to questionable activities may be required to prove their innocence by completing math problems in front of the teacher without a phone, alternative exam without a phone, or provide handwritten work for past assignments. It is suggested to do hmwks in a different spiral section and label each page. This is the easiest way to prove innocence on hmwks.

All hmwks are word problems. PhotoMath has trouble with analyzing word statistical word problems.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

If you have received accommodations in previous semesters, in high school, or at your current job:

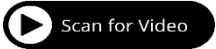
- 1) Visit <https://www.parisjc.edu/main/disabilities/>
- 2) View Request for Accommodations Form. This is what you need to fill out and turn in.
- 3) Call 903-454-9333 for an appointment with an advisor from the Counseling Center or stop by if you have more questions.
- 4) Fax 903-782-0796 the form with a cover letter including your name, ID number and advisor.
- 5) Email results to Mrs. Mo so she can provide accommodations in class.

Most useful accommodations for this class: extended test taking time x2, copy of teacher's notes.

<i>PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:</i>	<i>Mental health conditions are common and treatable. Suicide is preventable.</i> This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023. If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.
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Non-discrimination clause:

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

MATH0400.40A0
Foundations of Algebraic Reasoning
Fall 2026

Instructor: Nicole Lorraine
Office: 204
Phone: (903)457-8711
Email: nlorraine@parisjc.edu
Office Hours:

Meeting Location: 220
Meeting Days: Tuesday and Thursday
Meeting Times: 9:30 – 10:45

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:30	8:00 - 9:30	8:00 - 9:30	8:00 - 9:30	
12:15 – 1:15	12:15 – 1:15	12:15 – 1:15	12:15 – 1:15	

Course Description:

This course surveys a variety of mathematical topics needed to prepare students for college level statistics or quantitative reasoning. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions; exponential models.

Credits: SCH = 0 lecture

Prerequisite(s): Satisfactory placement test score

Course Goals and Objectives:

1. Student will graph various equations.
2. Student will solve equations, word problems, and solve formulas for a given variable.
3. Student will evaluate functions and obtain the domain and the range of a function.
4. Student will apply operations with polynomials.
5. The student will factor completely using several factoring techniques.
6. The student will solve quadratic equations by using several techniques.
7. Student will simplify and perform indicated operations on rational expressions and solve equations involving rational expressions.
8. Student will simplify and perform operations with radicals and solve equations containing radicals.
9. Student will simplify a complex number and perform operations with complex numbers.
10. Students will graph and write linear functions.
11. Student will simplify expressions using the rule of exponents.

Required Textbook(s) and Materials:

There is no book requirement for this course. We will be working in your MATH1332 class or your MATH1342 class.

Instructors teaching developmental co-requisite mathematics courses with a legitimate educational interest may access student performance data in related on-level mathematics courses for instructional and support purposes only, consistent with FERPA and institutional policy.

Course Requirements and Evaluation:

This course is conducted using a traditional lecture format, but all homework will be done on Blackboard.

Assignments: All homework will be done online using MyLab Math which is the software in Blackboard. No code or book required! We will discuss and demonstrate this tool in class.

Attendance:

Class attendance is critical for the successful completion of this course. The material in this course will move quickly from one concept to the next. Every class period we will be covering new material that **you will be responsible for in the event of an absence**. I will take Attendance each day of class as required by Paris Junior College.

You are required to be in class regularly and on time. As a student, YOU have the responsibility to make arrangements to meet this class and to be on time. To be counted present, you must stay for the entire class period. In addition, attendance is 50% of your grade. Each tardy reduces your attendance grade 1 point, each absence reduces your grade by 3 points, leaving early reduces your grade by 1 point. If you come in late and attendance has already been checked, it is YOUR responsibility **after class** to let me know that you are not absent so it can be changed in my records.

Evaluation Methods

Homework from college-level class	50%
Attendance	50%

90-100	A
80-89	B
70-79	C
60-69	D
BELOW 60	F

Course Policies:

Come to class prepared EVERY time. You should have a notebook with all materials: copy of course contract, syllabus, notes, PENCIL, etc. Showing up unprepared shows any instructor that you are not interested in your education or his/her class.

Personal Needs: Please attend to your personal needs before class begins. This includes bathroom, supplies, refreshments, etc. It is inconsiderate and disruptive to me and your peers to have students leave once class has begun. If you are late, that does NOT mean that you cannot enter the class!

Note: It is the responsibility of the student to provide the instructor with an up-to-date address and phone number. The only email that I will use to communicate with you is your DragonMail that is in your MyPJC account.

Anyone who is not enrolled in MATH0400 may NOT be in the classroom. Do NOT bring your child to class – there are liability concerns that put PJC at risk and it will not be allowed.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12th.**

Class Conduct: Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty: In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will **immediately receive a score of zero on the exam/assignment involved**. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore cell phone calculators and AI tools are not allowed for any test.

Complaint Procedures: Students should address all complaints or concerns with their course instructor first. If the issue is not resolved, the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement: It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy: Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher) You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made, students will be informed of the change by an Announcement posted in Blackboard which will also be emailed to your Dragonmail account – your official college email address. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

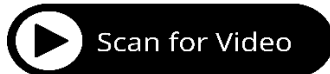
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

This class will follow the schedule of your college-level math class.

MATH0401.40A0
Foundations of Algebraic Reasoning
Fall 2026

Instructor: Nicole Lorraine
Office: 204
Phone: (903)457-8711
Email: nlorraine@parisjc.edu
Office Hours:

Meeting Location: 220
Meeting Days: Monday and Wednesday
Meeting Times: 9:30 – 10:45

Monday	Tuesday	Wednesday	Thursday
8:00 - 9:30	8:00 - 9:30	8:00 - 9:30	8:00 - 9:30
12:15 – 1:15	12:15 – 1:15	12:15 – 1:15	12:15 – 1:15

Course Description:

This course is a co-requisite to be paired with MATH 1314 (College Algebra) or MATH1324 (Business Math).

Credits: 0

Required Textbook(s) and Materials: None. We will be using the materials from your college-level math course.

Course Goals and Objectives:

1. Student will graph various equations.
2. Student will solve equations, word problems, and solve formulas for a given variable.
3. Student will evaluate functions and obtain the domain and the range of a function.
4. Student will apply operations with polynomials.
5. The student will factor completely using several factoring techniques.
6. The student will solve quadratic equations by using several techniques.
7. Student will simplify and perform indicated operations on rational expressions and solve equations involving rational expressions.
8. Student will simplify and perform operations with radicals and solve equations containing radicals.
9. Student will simplify a complex number and perform operations with complex numbers.
10. Students will graph and write linear functions.
11. Student will simplify expressions using the rule of exponents.

Course Requirements and Evaluation:

Assignments: If you have a laptop, you will need to bring it to every class so I can help you with homework from your college level math class. All homework will be done online using MyLab Math which is the software in Blackboard. No code or book required! We will discuss and demonstrate this tool in class.

If you are unable to attend class, have a classmate's number so you can contact him/her to see if we have varied from the online assignments.

Evaluation Methods:

In class work from your college-level class	50%
Attendance	50%

90-100	A
80-89	B
70-79	C
60-69	D
BELOW 60	F

A numerical grade of 60 – 100 is considered a passing grade.

Course Policies:

Come to class prepared EVERY time. You should have a notebook with all materials: copy of course contract, syllabus, notes, PENCIL, etc. Showing up unprepared shows any instructor that you are not interested in your education or his/her class.

Personal Needs: Please attend to your personal needs before class begins. This includes bathroom, supplies, refreshments, etc. It is inconsiderate and disruptive to me and your peers to have students leave once class has begun. If you are late, that does NOT mean that you cannot enter the class!

Note: It is the responsibility of the student to provide the instructor with an up-to-date address and phone number. The only email that I will use to communicate with you is your DragonMail address that is in your MyPJC account.

Anyone who is not enrolled in MATH0401 may NOT be in the classroom. Do NOT bring your child to class – there are liability concerns that put PJC at risk and it will not be allowed.

Class Attendance:

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Class Conduct: Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Syllabus Subject to Change

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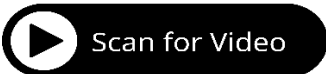
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule:

This class will follow the schedule of your college-level math class.

*Spanish 2311.790
Intermediate Spanish I
Fall 2026*

Instructor: Patricia Baroody
Office: Rm.2408
Phone: 903-737-7400 Ext: 2580
Email: pbaroody@parisjc.edu

Meeting Location: PHS 2408
Meeting Days: Monday-Friday
Meeting Times: 12:40-1:35

Office Hours: 10:00-11:00 or by appointment

Course Description:

SPAN 2311- 790 Intermediate Spanish1 (16.0905.52 13) The consolidation of skills acquires at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation and interpretation of the cultures of the Spanish-speaking world.

Required Textbook(s) and Materials:

Dorwick.Puntos de Partida with Connect & Sharpen Companion. 2024 ed. McGraw Hill. ISBN 9781265800994.

Course Goals:

By the end of the semester, it is expected that the students will be able to:

1. Engage in real-world communication.
2. Speak and write using correct grammatical forms and expanded vocabulary.
3. Understand and produce paragraphs and strings of paragraphs.
4. Understand conversations and narratives on familiar topics.
5. Interact using culturally appropriate language.
6. Demonstrate an understanding and appreciation of the Spanish/Hispanic cultures.
7. Demonstrate an awareness of the global community.
8. Understand the need for proficient communication in a second language.
9. Conjugate and use verbs in the simple present, past, imperfect tenses and the subjunctive.

Course Objectives:

1. *Narrate and describe events in the present, past, and future tenses using indicative and subjunctive modes.*
2. *Use Spanish to communicate more complex facts, questions, and opinions. converse in and comprehend Spanish using the simple tenses, and narrate and describe events in the present, past, future about everyday topics, such as description and narration about childhood and other stages of life, celebrations and social life.*

3. *Read and comprehend short articles and stories in Spanish from authentic texts on topics related to Hispanic culture such as identity and social issues, music, art, literature, history and politics.*
4. *Students will be able to write short paragraphs in the past using preterit and imperfect tenses, the subjunctive and indicate modes.*
5. *Students will be able to identify, compare, contrast and discuss the traditions, customs and values of the Hispanic world.*

Course Schedule:

- *Review foundational material given in Spanish 1 & 2*
- *Present tense of regular and irregular verbs. The verbs **ir, dar, estar**.*
- *Preterit and imperfect of regular and irregular verbs*
- *The verbs interesar, aburrir, gustar.*
- *Indirect and direct object pronouns*
- *Uses of the preterit and imperfect*
- *The present perfect tense*
- *Regular and irregular past participles*
- *Double object pronouns*
- *The subjunctive*
- *Formal commands*
- *The subjunctive with impersonal*
- *The subjunctive of stem-changing verbs*
- *The comparison of like things*
- *Possessive pronouns*
- *The subjunctive to express wishes, emotions, doubt*
- *The pluperfect, conditional perfect and future perfect tenses*
- *The imperfect subjunctives*
- *The subjunctive vs. the infinitive*
- *Suffixes*
- *Irregular noun*
- *The present perfect and pluperfect*
- *Si clauses*
- *Adverbs ending in – **mente***
- *Passive voice*
- *Relative pronouns*
- ***Por** and **para***
- *Culture: Frida Kahlo and museum in Coyoacan. Mexico*
- *Federico García Lorca*
- *Mayan ruins in Copán, Honduras*
- ***Las meninas** by Diego Velázquez*
- ***El oso y el madroño** in Madrid, Spain*
- *Don Quijote and Sancho Panza*
- *La boca, an artistic neighborhood in Buenos Aires*
- ***La liberación del peón** by Diego Rivera*
- *Havana, Cuba*

Requirements and Evaluation:

1st nine –weeks grade=40%

2nd nine-week grade=40%

Semester Exam grade=20%

Semester grade=100%

Test grades=75%+Daily grades=25%

Test grades=75%+Daily grades=25%

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies

There will be a weekly test.

Quizzes will count one time.

Chapter test will count twice.

Participating in class, speaking the language will be an important part of your grade; it will count as one weekly grade.

Retest is not allowed.

Cheating on a test will result in a zero and PHS procedure will be followed.

No extra credit work is given.

Assignments:

Daily class assignments are posted on my page.

According to the PHS Handbook all students with an E-Day are to return to class prepared for that day.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Thursday, Nov. 12th.*

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic

dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence (AI):

Tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure. <https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

SRGT 2130 100
Professional Readiness SRGT
Fall 2026

Instructor: Norm Gilbert, CST, SA-TX, BS **Meeting Location:** Hybrid or TBA
Office: WTC #1046 **Meeting Days:** TBA
Phone: (903) 782-0734 or (903) 782-0738 **Meeting Times:** online or 9:00am – 10:00am
Email: ngilbert@parisjc.edu
Office Hours: Before/After Class; Friday 8-10:00am; Appointment

Course Description:

Overview of professional readiness for employment, attaining certification, and maintaining certification status.

Course Credit:

SRGT2130 (4.3.2): 1 SCH = 1 lecture hours per week

SI Requirements: College-level *Math*, *Reading*, and *Writing* assessments complete, or *exempt*.

Prerequisite(s):

Completion of SRGT1441 and SRGT2461 with a “C” or better. (C=75-80%)

Co-requisite:

None

Course Rationale:

SRGT 2130 is designed to prepare the student for professional success with regard to communication skills, job-seeking skills, and certification/credential preparedness and maintenance.

Course Relevance to Professional Outcome:

This course and related content constitutes a portion of the accredited core-curriculum related to the Surgical Technology profession approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and is offered in conjunction with additional program content. Successful completion of program content intends to convey eligibility to pursue professional credential via national board examination*; however, in accordance to HB1508 of the State of Texas, be advised that personal criminal records could prevent state licensure or limit future employment opportunities. If you have questions regarding background information, please speak with a faculty member or department chair. You have the right to request a criminal history evaluation letter from the licensing agency when applicable.

*Licensure or credentialing examination results will vary by individual and may determine professional outcome.

Required Textbook(s) and Materials (used for SRGT 1405 / 1409 / 1441 / 1442):

Surgical Technology for the Surgical Technologist A Positive Care Approach 2024, 6th ed.
Caruthers, Delmar Publishing.

Study Guide for Surgical Technology for the Surgical Technologist 2024. Junge, Delmar Publishing. (ISBN: 978-0-357-62573-6)

Recommended Textbook(s) and Materials:

None.

Course Goals and Student Learning Objectives:

Self-Awareness regarding the Affective Domain of learning and professional applications, Communication-Skills Awareness, Application of Job-Seeking Techniques (Search, Resume, Interview), Identification of strengths/weaknesses in preparation for certification examination, professional association membership (AST), Certification Exam application and awareness of credential maintenance requirements.

Course Policies:

See course-specific Course Requirement/Evaluation, Attendance, and Conduct statements contained in this syllabus. Students are also expected to read and abide by all policies contained in the PJC Student Handbook and **Surgical Technology Student Handbook**. All course-related tuition, fees, and state-mandated immunization expenses are the student's responsibility. It is college policy that each student in the program assumes financial responsibility for his/her own health care. Personal medical insurance is recommended.

Course Requirements and Evaluation:

Complete all course work with a final-grade computation of 75% or better. Complete all lab activities successfully and in a safe manner.

Grading Criteria:

In order to pass SRGT 2130, the student must achieve a final-grade computation of 75% or higher. The final-grade computation will consist of:

Skills/Assessment Activities 20%

Assignments 20%

BoardVitals Participation 30%

PAE (Secure Practice Exam) 10%

Successful AST Membership and CST Exam Application/Scheduling 20%

Skills/Assessment activities will involve communication, role-play and mock interviews.

Assignments will include Affective Domain self-assessment, practice exams, and use of online job-search portals. BoardVitals will include portal log-in and on-line participation. PAE is the NBSTSA on-line "Secure Practice Exam" for CST Exam self-assessment. AST membership and CST application/scheduling are online activities through the AST and NBSTSA websites in preparation for credential examination. All activities, assignments, exams and applications must be completed must be completed to instructor's satisfaction as scheduled.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Class Attendance:

Class attendance as scheduled is critical for the successful completion of this course. For online activities, students must complete work in a timely manner and adhere to due dates provided. Withdrawals must be initiated by the student, and require an institutional withdrawal form with instructor signature. The student is expected to consult appropriate faculty and financial-aid advisors prior to submitting the form to the Student Records Office for processing. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, November 12, 2026**. Failure to complete application, schedule, and receive authorization to participate in the professional credential certification process will result in failure, "F" in the course..

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, headphones, ear-buds, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Student Handbook and/or Surgical Technology Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence. Use of Artificial Intelligence (AI) resources is not prohibited in your learning experience, just be careful to properly disclose and cite use of these resources.

ADA Statement:

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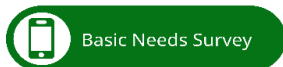
Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Syllabus and Schedule Subject to Change:

Students will be notified of any changes, as necessary, through various methods, including: classroom notification, Blackboard, student email, phone or text messaging, etc.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.

**Course Schedule:**

Subject to Change; General outline follows and changes will be provided through the Blackboard portal with additional instructions.

Course Schedule/Weekly Lesson Plan:

DATE/WEEK	TOPIC: READINGS ASSIGNMENTS LECTURES
Week 1	No Activity
Week 2	Introduction Blackboard and Discussion portals
Week 3-4	Discussion: Practice of professionalism, and Affective Domain self-assessment
Week 5	Discussion: Elements of effective communication
Week 6	BoardVitals account set-up/log-in for on-going access
Week 7	Board Exam Review Techniques and Topics (on-going)
Week 8	TBA (practice exams/questions) (on-going)
Week 9	Online Job Search
Week 10	Resume Preparation
Week 11	Mock Interviews
Week 12	AST Membership Application
Week 13	NBSTSA Board Exam (CST) Application
Week 14	Thanksgiving Holiday
Week 15-16	PAE Examination (Secure Practice CST) and Assessment

SRGT 1442 100
Surgical Procedures II
Fall 2026

Instructors: Norm Gilbert, CST, SA-TX, BS **Meeting Location:** WTC #1055 or TBA
Chelsey Speed, CST
Office: WTC #1046 **Meeting Days:** Monday
Phone: (903) 782-0734 or (903) 782-0738 **Meeting Times:** 9:00am - 3:00pm
Email: ngilbert@parisjc.edu ; cspeed@parisjc.edu
Office Hours: Before/After Class; Friday 9-11:00am; Appointment

Course Description:

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the cardiothoracic, peripheral vascular, plastic/reconstructive, ophthalmology, oral/maxillofacial, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

Course Credit:

SRGT1442 (4.3.2): 4 SCH = 3 lecture and 2 laboratory hours per week
SI Requirements: College-level *Math*, *Reading*, and *Writing* assessments complete, or *exempt*.

Prerequisite(s):

Completion of SRGT1441 and SRGT2461 with a "C" or better. (C=75-80%)

Co-requisite:

This course requires concurrent enrollment in SRGT 2462, and both courses must be passed with a "C" or better within the same semester. (C=75-80%)

Course Rationale:

SRGT 1442 is designed to prepare the student to enter the surgical environment with entry-level knowledge.

Course Relevance to Professional Outcome:

This course and related content constitutes a portion of the accredited core-curriculum related to the Surgical Technology profession approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and is offered in conjunction with additional program content. Successful completion of program content intends to convey eligibility to pursue professional credential via national board examination*; however, in accordance to HB1508 of the State of Texas, be advised that personal criminal records could prevent state licensure or limit future employment opportunities. If you have questions regarding background information, please speak with a faculty member or department chair. You have the right to request a criminal history evaluation letter from the licensing agency when applicable.

*Licensure or credentialing examination results will vary by individual and may determine professional outcome.

Required Textbook(s) and Materials (used for SRGT 1405 / 1409 / 1441 / 1442):

Surgical Technology for the Surgical Technologist A Positive Care Approach 2024, 6th ed.
Caruthers, Delmar Publishing.

Study Guide for Surgical Technology for the Surgical Technologist 2024. Junge, Delmar

Publishing. (ISBN: 978-0-357-62573-6)

Scan-Tron Testing Forms: **ParSCORE** red (or TBA)

Recommended Textbook(s) and Materials:

Differentiating Surgical Instruments, 2nd ed., 2012. Rutherford, FA Davis Publishing. ISBN: 978-0-8036-2545-7

Medical Dictionary: **Either**, *Mosby's Medical, Nursing, & Allied Health Dictionary*, **or** *Taber's Cyclopedic Medical Dictionary* (any recent edition).

Course Goals and Student Learning Objectives:

The student will demonstrate broad understanding of surgical intervention techniques within multiple specialties. Upon completing the course, the student will have accomplished the following course outcomes:

Relate the relevant anatomy and pathology to indications for selected surgical procedures.

Summarize patient preparation for selected surgical procedures.

Select appropriate instruments, equipment, supplies and continue to utilize basic concepts of pharmacology for selected surgical procedures.

Reconstruct the sequence for selected surgical procedures.

Identify expected outcomes and possible complications for selected procedures.

Demonstrate professional accountability by providing safe effective care.

Course Policies:

See course-specific Course Requirement/Evaluation, Attendance, and Conduct statements contained in this syllabus. Students are also expected to read and abide by all policies contained in the PJC Student Handbook and **Surgical Technology Student Handbook**.

All course-related tuition, fees, and state-mandated immunization expenses are the student's responsibility. It is college policy that each student in the program assumes financial responsibility for his/her own health care. Personal medical insurance is recommended.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Requirements and Evaluation:

Complete all course work with a final-grade computation of 75% or better. Complete all lab activities successfully and in a safe manner. Commensurate to classroom/laboratory experience, students will be subject to rubric-based evaluations related to: instrument-recognition, equipment and supply needs, and surgical-case maintenance regarding common surgical procedures of various specialties. The rubric-based evaluations of retained knowledge regarding common surgical procedures of various specialties will contribute to final-grade computation (see computation form below, and/or on BlackBoard).

Grading Criteria:

In order to pass SRTG 1442, the student must achieve a final-grade computation of 75% or higher. The final-grade computation will consist of:

4-5 Exams (averaged) 60%

Daily Grades (averaged) 20%

Comprehensive Final Exam 20%

Daily grades may consist of written assignments, critical thinking exercises, lab exercises, and unannounced quizzes (if you are absent, an unannounced quiz cannot be made-up). All lab activities must be completed to instructor's satisfaction.

Late assignments will have 10-points deducted for every class day that it is late.

If you miss an exam, you must contact the instructor as soon as possible. Make-up exams may be compiled in a different format (i.e. fill-in the blank or essay).

Students who have unsatisfactory progress in classroom will be given written notification and a plan for remediation will be completed (see Surgical Technology Student Handbook).

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student, and require an institutional withdrawal form with instructor signature. The student is expected to consult appropriate faculty and financial-aid advisors prior to submitting the form to the Student Records Office for processing. The last day for a student to withdraw from a course with a grade of "W" is **Thursday, November 12, 2026**. Failure to take the final exam will result in a grade of "F" in the course. There are no "excused" absences, all are recorded and after 2 absences in a single semester, a student conference is mandatory and disciplinary action may be taken. Please see the Surgical Technology Student Handbook for further details regarding absences and tardiness.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, headphones, ear-buds, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Student Handbook and/or Surgical Technology Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence. Use of Artificial Intelligence (AI) resources is not prohibited in your learning experience, just be careful to properly disclose and cite use of these resources.

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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Students will be notified of any changes, as necessary, through various methods, including: classroom notification, Blackboard, student email, phone or text messaging, etc.

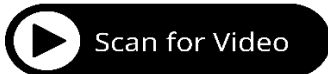
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Course Schedule:
(see below)

SRGT 1442

Fall 2026 SCHEDULE

WEEK	CONTENT	EXAMS Assignments Due*	Procedures / Lab TBA
8/24	Begin Unit I (Ch 22) Urology	Read Chapter 22	Cystoscopy, Circumcision, Orchiopexy, Vasectomy, Wilms Tumor, Nephrectomy, Adrenalectomy
8/31	Unit I continued		Ileal Conduit, MMK, TURP, Prostatectomy, Hydrocele, Penile Prosthesis
9/07	Holiday		
9/14	Begin Unit II (Ch 20) Maxillofacial	UNIT I (Ch 22) EXAM WB Ch 22 Read Chapter 20 DCA #1-6	Tooth Extraction, Fractures/ Archbars, Lefort I, II, III, TMJ Procedures
9/21	Unit II continued	DCA #7-9	TBA
9/28	Begin UNIT III (Ch 21) Plastic/Reconstructive	UNIT II (Ch 20) EXAM WB Ch 20 Read Ch 21 DCA #10-12	Rhinoplasty, Rhytidectomy (face-lift), Skin grafts, Ganglion cysts
10/05	Unit III continued	DCA #13-15	Abdominoplasty, Mammoplasty (Reduction/Reconstruction)
10/12	Begin Unit IV (Ch 24) Cardiothoracic	UNIT III (Ch 21) EXAM WB Ch 21 Read Chapter 24 DCA #16-18	Cardio-thoracic anatomy Diagnostic (Bronchoscopy / Mediastinoscopy / Thoracoscopy), Thoracotomy (Wedge / Lobectomy/ Pneumonectomy)
10/19	Unit IV continued	DCA #19-21	CABG/Valve Replacement Aneurysm Repair, Coarctation
10/26	Unit IV continued	DCA #22-24	TBA
11/02	Begin Unit V (Ch 25) Peripheral Vascular	Unit IV (Ch 24) EXAM WB Ch 24 Read Ch 25 DCA #25-27	Declot, Vasc. Access, Fistulas, CEA
11/09	Unit V continued	DCA #28-30	Bypass: Aortofemoral, Fem-Pop, AX- Fem, Fem-Fem, AAA
11/16	Begin Unit VI (CH 26)	Unit V (Ch 25) EXAM	Carpal Tunnel Release, Neuroma, Ulnar Nerve Transposition

	Neurosurgery	WB Ch 25 Read Ch 26 DCA #31-33	
11/23	Unit VI continued	DCA #34-36	Laminectomy, Craniotomy
11/25-11/27 Wed.-Fri.	Thanksgiving Holiday NO CLINICAL	Holiday	Holiday
11/30	TBA	TBA DCA #37	TBA
12/07	PAE EXAM (Deadline for late assignments)	PAE EXAM DCA #38-40	PAE EXAM (Deadline for late assignments)
12/08 TUESDAY	Comprehensive Final Unit VI (neuro) EXAM will be part of the FINAL EXAM	WB Ch 26 COMPREHENSIVE FINAL EXAM as scheduled	FINAL EXAM week Clinical <u>make-up</u> days only

Final Exam: TUESDAY, December 08, 2026

Commencement: FRIDAY December 11, 2026

The above schedule, policies, procedures and assignments for this course are subject to change in the event of extenuating circumstances. Deadline for submitting late assignments: 12/07/2026

*DCA = Daily Clinical Assessment, WB = Workbook (Study Guide for STST, 6th Ed.)

UNIT CONTENT:

Unit I: Otorhinolaryngologic (ENT) Surgery (STST Chapters 19)

Select Key Terms; Myringotomy (i.e. tube placement, BMT), Tympanoplasty, Mastoidectomy, Stapedectomy, Cochlear Implant, Septoplasty, Turbinectomy, Nasal Polypectomy, Choanal Atresia, Endoscopic Sinus Surgery (FESS), Nasal Antrostomy, Tonsillectomy and Adenoidectomy (T&A), Parotidectomy, Uvulopalatopharyngoplasty (UPPP), Laryngectomy, Radical Neck Dissection (mandibulectomy); Glossectomy (supplemental text), Temporomandibular Joint (TMJ) Arthroplasty (arthroscopy), Tracheotomy/Tracheostomy.

Unit II: Genitourinary Surgery (STST Chapter 22)

Select Key Terms; Introduction; Diagnostic Procedures and Tests (H&P, Laboratory, Radiology, Biopsy, Endoscopy); Equipment and Supplies, Patient

Positioning, Prep and Draping; Procedural-Related Anatomy/Pathology and Step-by-Step Considerations; Surgical Procedures: Wilm's Tumor Excision (Adrenalectomy), Nephrectomy, Kidney Transplant, Ureteroscopy, Ureteropyelithotomy, Transurethral Resection of Bladder Tumor (TUR-BT), Cystectomy with Ileal Conduit, Bladder Neck Suspension Procedures (pubovaginal sling, vesicourethral suspension (Marshall-Marchetti-Krantz, MMK), TVT/sling), Transurethral Resection of Prostate (TURP), Prostatectomy (radical, suprapubic, laparoscopic, robotic-assist), Prostate Seeding (radiation implant), Hydrocelectomy, Orchiopexy, Orchiectomy, Circumcision, Hypospadias/Epispadias Repair, Penile Implant, Penectomy.

Unit III: Cardiothoracic Surgery (STST Chapter 24)

Select Key Terms; Introduction; Diagnostic Procedures and Tests (H&P, Laboratory, Radiography (x-ray, angiography, etc.), 12-lead EKG, Echocardiography, etc.); Equipment and Supplies, Patient Positioning, Prep and Draping; Procedural-Related Anatomy/Pathology and Step-by-Step Considerations; Surgical Procedures: Bronchoscopy, Mediastinoscopy (Chamberlin, lymph node dissection/biopsy), Thoracoscopy (video assisted), Pectus Excavatum Repair (thoracotomy), Pulmonary Embolectomy (thoracotomy), Decortication (thoracotomy), Pulmonary Wedge Resection/Lobectomy (thoracotomy, video assisted), Pneumonectomy (thoracotomy, video-assisted (VAT)), Lung Transplant (thoracotomy), Cardiac Pacemaker Placement (epicardial, atrial, ventricular, dual-chamber), Coronary Artery Bypass Grafting (on/off pump, minimally-invasive, with circulatory support (IABP, VAD), saphenous vein graft, IMA pedicle graft), Heart Transplant, Ventricular Aneurysm Repair, Heart Valve Repair/Replacement (aortic, mitral), Septal Defect Repair (atrial, ventricular), Closure Patent Ductus Arteriosus, Aortic Coarctation Repair, Tetralogy of Fallot Repair

Unit IV: Peripheral Vascular Surgery (STST Chapter 25)

Select Key Terms; Introduction; Diagnostic Procedures and Tests (H&P, Radiography (x-ray, angiography, etc.), Doppler, etc.); Equipment and Supplies, Patient Positioning, Prep and Draping; Procedural-Related Anatomy/Pathology and Step-by-Step Considerations; Surgical Procedures: Angioscopy, Angioplasty (stent, endograft, cryo), Venous Access Device, Embolectomy/Thrombectomy, Carotid Endarterectomy (CEA) (general anesthesia, local with neurologic monitor), Abdominal Aortic Aneurysm (AAA) Repair (straight, bifurcated grafts), Arteriovenous Fistula/Shunt (AV graft); Arterial Bypass (aortofemoral, femorofemoral, femoropopliteal, axillofemoral, graft: synthetic, autogenous vessel, in-situ), Vena Cava Filter Placement, Vein Ligation and Stripping

Unit V: Oral and Maxillofacial Surgery (STST Chapter 20)

Select Key Terms; Introduction; Diagnostic Procedures and Tests (Radiography); Equipment and Supplies, Patient Positioning, Prep and Draping; Procedural-Related Anatomy/Pathology and Step-by-Step Considerations; Surgical Procedures: Odontectomy (tooth extraction), Maxillary and Mandibular Fracture Fixation (ORIF, arch bars), Orbital Fracture Fixation (ORIF), Maxillary Fracture Fixation (LeForte I-III)

Unit VI: Plastic and Reconstructive Surgery (STST Chapters 21)

Select Key Terms; Introduction; Diagnostic Procedures and Tests (H&P, Radiography (x-ray, MRI); Equipment and Supplies, Patient Positioning, Prep and Draping; Procedural-Related Anatomy/Pathology and Step-by-Step Considerations; Surgical Procedures: Nevectomy (moles, neoplasm)/Scar Revision, Skin Graft (full-thickness (FTSG), split-thickness (STSG), bio-graft), Blephoroplasty, Brow-Lift, Malar Implants, Mentoplasty, Otoplasty, Rhinoplasty, Rhytidectomy, Cheiloplasty (augmentation, cleft-lip repair), Palatoplasty (cleft-palate repair), Breast Augmentation/Reduction, Mammoplasty (reconstruction, TRAM, nipple), Mastopexy, Lipectomy (liposuction), Abdominoplasty, Post-Traumatic Injury Revision (digits, microvascular pedicle grafts, etc.), Depuytren's Contracture Release, Trigger Release, Syndactyly/Polydactyly Release/Revision, Radial Dysplasia Repair

Unit VII: Neurosurgery (STST Chapter 26)

Select Key Terms; Introduction; Equipment and Supplies, Patient Positioning, Prep and Draping; Procedural-Related Anatomy/Pathology and Step-by-Step Considerations; Surgical Procedures: Cranioplasty; Craniotomy (craniosynostosis, aneurysm repair), Ventriculoperitoneal Shunt Placement, Ventriculoscopy, Transphenoidal Hypophysectomy, Stereotactic Procedures (craniotomy, biopsy, tumor resection), Laminectomy (lumbar-open/minimally invasive, thoracic, cervical-anterior/posterior), Discectomy/Fusion (lumbar, cervical-anterior/posterior), Rhizotomy, Carpal Tunnel Release (CTR), Ulnar Nerve Transposition

SRGT 1442

Name: _____

Course Grade Rubric:

The Final Course Grade is derived from weighted averages of the following grade categories:

Unit Exams (4-5), **Daily Grades** (X), **Final Exam** (1).

Satisfactory course completion requires: Over-all Course **Grade of 75%** or higher.

The following computation is applied:

Unit Exams: average equals 60% of final course grade (weighted-percent): _____%

Exam I Score: _____

Exam II Score: _____

Exam III Score: _____

Exam IV Score: _____

Exam V Score: _____

Exam VI Score: _____

Sum of Scores: _____ divided by the *number of exams* x equals average test-grade: _____.

Average test-grade multiplied by 0.60 equals the weighted-percent of final course-grade computation.

Daily Grades: average equals 20% of final course grade (weighted-percent): _____%

WB I Score: _____ PAE Score: _____

WB II Score: _____ Other Score: _____

WB III Score: _____ Score: _____

WB IV Score: _____ Score: _____

WB V Score: _____ Score: _____

Sum of Scores: _____ divided by the number of grades x equals the average daily-grade: _____.

Average daily-grade multiplied by 0.20 equals weighted-percent of final course-grade computation.

Final Exam: (comprehensive) equals 20% of final course grade (weighted-percent): _____%

Final Exam Score: _____ multiplied by 0.20 equals weighted-percent of final grade.

Final Grade for Course (sum of weighted-percentages): _____%

SRGT 2461 10A0
SRGT 2461 Surgical Technology; Clinical I
Fall 2026

Instructor: Daisy Henson

Office: WTC 1048

Phone: 903-782-0729

Email: dhenson@parisjc.edu

Office Hours: By appointment

Meeting Location: TBA

Meeting Days: Monday-Wednesday or
(Tuesday, Wednesday, Friday)

Meeting Times: 6:30 am until 3:00 pm at the
assigned medical facility, plus driving-time
allowance (*see clinical rotation schedule*).

Clinical Coordinator: Norman Gilbert

Office: WTC 1046

Phone: 903-782-0738

Email: ngilbert@parisjc.edu

Office Hours: By appointment

Meeting Location: TBA

Meeting Days: Monday-Wednesday or
(Tuesday, Wednesday, Friday)

Meeting Times: 6:30 am until 3:00
pm at the assigned medical facility,
plus driving-time allowance (*see*
clinical rotation schedule).

Class Meeting Times: Monday-Wednesday 6:30 am until 3:00 pm at the assigned medical
facility, plus driving-time allowance (*see clinical rotation schedule*).

Instructor Office Hours: By appointment

Your classes at Paris Junior College provide you with the very best educational opportunities possible. They have been very carefully planned and designed. Each class fulfills specific requirements or goals established by Paris Junior College and the Accreditation Review Committee on Surgical Technology and Surgical Assistants (ARC-STSA) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Paris Junior College is an affirmative action/equal opportunity educational institution and employer. Its students and employees are selected and/or assigned without regard to their race, color, age, sex, disability, or national origin, consistent with Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Higher Education Acts as Amended in 1972, and with Executive Order 11246 as Amended by Executive Order 11375.

COURSE DESCRIPTION:

SRGT2461 is a clinical-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts under direct supervision provided by the clinical professional (faculty or preceptor). Clinical education is an unpaid learning experience.

Course Credit: SRGT 2461 (4.0.20): 4 SH = approximately 20 hours per week (14-wks).

TSI Requirements: College-level *Math, Reading, Writing* assessment complete or exempt.

Prerequisites: Successful completion of both, SRGT 1405 and SRGT 1409 with a “C” or better within the same semester (SRGT courses C=75-80%).

Co-requisite: This course requires concurrent enrollment in SRGT 1441, and both courses must be passed with a “C” or better within the same semester (SRGT courses C=75-80%).

Course Rationale: SRGT 2461 is one of two courses designed to provide the student with environmental exposure and training opportunity in preparation for entry-level status as a surgical technology professional. Supervised clinical activities permit skills application and broad exposure to various procedures, specialties, technologies and professional expectations.

Course Relevance to Professional Outcome:

This course and related content constitute a portion of the accredited core-curriculum related to the Surgical Technology profession approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and is offered in conjunction with additional program content. Successful completion of program content intends to convey eligibility to pursue professional credential via national board examination*; however, in accordance with HB1508 of the State of Texas, be advised that personal criminal records could prevent state licensure or limit future employment opportunities. If you have questions regarding background information, please speak with a faculty member or department chair. You have the right to request a criminal history evaluation letter from the licensing agency when applicable.

*Licensure or credentialing examination results will vary by individual and may determine professional outcome.

Required Textbook(s) and Materials:

Surgical Technology for the Surgical Technologist A Positive Care Approach 2024, 6th ed. Caruthers, Delmar Publishing.

Study

Guide for Surgical Technology for the Surgical Technologist 2024. Junge, Delmar Publishing.

(**Note:** Electronic Access Code and E-book bundle, **ISBN 9780357625804**); Printed Hardback Option, ISBN: 9780357625736 at additional cost.

Recommended Textbook(s) and Materials:

Surgical Instrumentation: An Interactive Approach, Nemitz, 4th ed. Elsevier Publishing. ISBN:978-0-323-77693-6

Medical Dictionary: **Either**, *Mosby's Medical, Nursing, & Allied Health Dictionary*, **or** *Taber's Cyclopedic Medical Dictionary* (any recent edition).

Course Goals and Objectives:

Given textbook, classroom discussion, appropriate handouts, and laboratory practicum, the student will have accomplished the following course outcomes:

- Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the surgical setting.
- Demonstrates legal and ethical behaviors, as well as safety practices.
- Demonstrates interpersonal and teamwork skills, and appropriate written and verbal communications skills using the terminology of the surgical technologist.

Student Learning Objective(s):

The student will demonstrate competency of application regarding recognized Principles of Asepsis (Sterile Technique) as a foundation to surgical intervention in various specialties through clinical-based experience.

Means of Assessment:

Commensurate to classroom/laboratory experience, students will be subject-to rubric- based evaluations related to instrument-recognition, equipment and supply needs, and surgical-case maintenance. Rubric-based evaluations of retained knowledge regarding common surgical procedures of various specialties will contribute to final-grade computation. Students are subject-to on-going evaluation by qualified preceptors, who indicate acceptable progress throughout the clinical experience, which contributes to final-grade computation for both SRGT 2461 and SRGT 2462 (component rubrics: Daily Clinical Assessment and Clinical Rotation Progress/ Evaluation Report; see below).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Grading Criteria:

Clinical grade computation is based upon observed performance, level of participation, and progress. To pass SRGT 2461, the student must achieve a final-grade average of 75 or higher. The course final-grade average will consist of:

➤ Instructor Evaluations during Clinical Attendance	35%
➤ Preceptor Evaluations	45%
➤ Instructor Assignments* (WB)	<u>20%</u>
	100% , less attendance penalty points (see below)

*Late assignments will have 10-points deducted for **every class day** that it is submitted late.

Students who demonstrate unsatisfactory progress in the classroom or clinical setting will be given written notification and a *Plan for Remediation* will be completed as applicable. See student handbook.

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Clinical Case Requirements:

By the end of the program (upon completion of SRGT 2461 and SRGT 2462) the student must have actively participated (**first** or **second scrub role**) in at least 120 surgical cases. No less than 80 of the 120 cases must be completed in a proficient first-scrub role (generally considered independent-capable) on designated case-types. See **role-descriptions** and **case-type designations** below. Student proficiency and role will be determined by clinical staff preceptors and will be documented on the clinical forms provided (Daily Clinical Assessment and Clinical Rotation Progress/ Evaluation Report; see below). Procedures that are simply observed, or when minimum first or second scrub criteria are not met, will not count toward meeting the clinical case requirements and are considered **observation scrub (OS)** assignments.

Students that do not achieve the case requirements will receive an "incomplete" (I) status instead of final course grades. The "incomplete" will convert to "failure" (F) according to institutional policy if the course requirements are not met before the end of a subsequent semester.

Scrub-Role Descriptions:

First-Scrub (1st) assignment requires all of the following specific duties to be performed proficiently* during the case:

- Verifies supplies and equipment needed for the surgical procedure.
- Sets-up the sterile field with instruments, supplies, and medications as needed for the procedure.
- Assist with patient-draping procedures whenever possible.
- Performs appropriate counts with the circulator (initial and closing) for the procedure.
- Passes instruments and supplies to sterile team members throughout the procedure.
- Maintains sterile technique; recognizes breaks in technique and corrects as appropriate.

Second-Scrub (2nd) assignment indicates that not all first-scrub duties were performed proficiently*, but active-participation in any of the following duties occurred throughout the case:

- Sponging blood or body fluid from the wound
- Suctioning blood or body fluid from the wound
- Cutting suture
- Holding Retractors
- Manipulating an endoscopic camera

Observation-Scrub (OS) assignment indicates that the team member simply observed or scrubbed and observed without performing any of the duties described above. This assignment will **not** count toward meeting the clinical case requirements.

*Proficiency is evaluated by an attending preceptor, and the role-assignment is validated by the preceptor's mark (PI).

Case-Types and Designated Requirements

Acceptable case-types and limited-alternatives fall under the following categories:

- General Surgery
- Specialty Surgery
- Diagnostic Endoscopy (limited to 10-assignments*, in the second-scrub role ONLY)
- Labor and Delivery (limited to 5-assignments* in the second-scrub role ONLY)

Thirty (30) of the 120 required cases must come from the general-surgery category, and at least 20 of them must be first-scrub assignments. Ninety (90) of the 120 required cases must come from the specialty-surgery category, and at least 60 of them must be first-scrub assignments.

Surgical “Specialties” include Eye, ENT, Genitourinary, OB-GYN, Oral-maxillofacial, Neuro, Orthopedic, peripheral vascular, Cardiothoracic, Plastic-reconstructive, or Transplant. All others are typically “General”.

Diagnostic Endoscopy may include use of scopes in any area of the body (i.e. bronchoscope, cystoscope, laryngoscope, ERCP, and EGD). Up to ten (10) diagnostic endoscopy procedures may be substituted for the second-scrub case requirements.

Labor and Delivery includes vaginal-delivery cases only. Up to five (5) vaginal-delivery procedures may be substituted for the second-scrub case requirements.

First-scrub assignments should be evenly distributed between procedure types, with no more than fifteen (15) occurring in any one specialty without similar exposure in other areas.

Course Policies:

See course-specific Course Requirement/Evaluation, Attendance, and Conduct statements contained in this syllabus. Students are also expected to read and abide by all policies contained in the PJC Student Handbook and Surgical Technology Student Handbook.

All course-related tuition, fees, and state-mandated immunization expenses are the student’s responsibility. It is college policy that each student in the program assumes financial responsibility for his/her own health care. Personal medical insurance is recommended.

To All Health Occupation Students:

COVID-19 Vaccination Requirements: All clinical facilities receiving federal funds (Medicare, Medicaid, etc.) have mandatory immunization policies in place, requiring COVID vaccination or a Record of Exemption status. Policies and implementation method (exemption forms, record-keeping, etc.) varies by institution, and multiple exemption requests may be necessary if the federal individual vaccination record is not available.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student and require an institutional withdrawal form with instructor signature. The student is expected to consult appropriate faculty and financial-aid advisors prior to submitting the

form to the Student Records Office for processing. The last day for a student to withdraw from a course with a grade of “W” is **Thursday, November 12, 2026**. Failure to take the final exam as assigned/scheduled will result in a grade of “F” in the course. There are no “excused” absences, all are recorded and after 2 absences in a single semester, a student conference is mandatory and disciplinary action may be taken. Please see the Surgical Technology Student Handbook for further details regarding absences and tardiness.

Classroom/Lab/Clinical Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod headphones, etc. before entering the classroom/laboratory or clinical patient-care areas. No obscene/vulgar language will be permitted in the classroom/laboratory or clinical setting. Professional behavior, including appropriate communication, proper hygiene, timely-attendance, surgical attire (including PPE), patient confidentiality, and appropriate student identification are expected. Clinical activities and presence MUST be properly supervised, and financial compensation for clinical activities is prohibited. Be aware of inherent risks always associated with the OR environment and/or training laboratories and take appropriate precautions as necessary. Potential risks include, but are not limited to: exposure to blood borne pathogens and other infectious materials, fire/electrical hazard, fall and lifting hazards, sharps injury, chemical exposure, exposure to ionizing radiation, LASERs, etc. Faculty reserves the right to drop/withdraw a student from the program for violations of the Student Conduct Policy as listed in the PJC Student Handbook and/or Surgical Technology Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Artificial intelligence:

(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

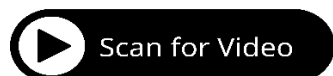
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

***Mental health conditions are common and treatable. Suicide is preventable.***

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



**SRGT 2462 100
Clinical II
SPRING 2026**

Instructor: Norm Gilbert, CST, SA-TX, BS **Meeting Location:** TBA (see clinical schedule)
Office: WTC #1046 **Meeting Days:** Tuesday thru Thursday
Phone: (903) 782-0734 or (903) 782-0738 **Meeting Times:** 6:30am-3:00pm + drive-time
Email: ngilbert@parisjc.edu
Office Hours: Monday thru Thursday 3-4:30pm; Friday 9-11:00am; or Appointment

Course Description:

SRGT2462 is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience.

Course Credit:

SRGT2462 (4.0.20): 4 SCH = 0 lecture and 20 clinical hours per week
TSI Requirements: College-level *Math*, *Reading*, and *Writing* assessments complete, or *exempt*.

Prerequisite(s):

Completion of SRGT1441 and SRGT2461 with a "C" or better. (C=75-80%)

Co-requisite:

This course requires concurrent enrollment in SRGT 1442, and both courses must be passed with a "C" or better within the same semester. (C=75-80%)

Course Rationale:

SRGT 2462 is designed to prepare the student to enter the surgical environment with entry-level knowledge.

Course Relevance to Professional Outcome:

This course and related content constitutes a portion of the accredited core-curriculum related to the Surgical Technology profession approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and is offered in conjunction with additional program content. Successful completion of program content intends to convey eligibility to pursue professional credential via national board examination*; however, in accordance to HB1508 of the State of Texas, be advised that personal criminal records could prevent state licensure or limit future employment opportunities. If you have questions regarding background information, please speak with a faculty member or department chair. You have the right to request a criminal history evaluation letter from the licensing agency when applicable.

*Licensure or credentialing examination results will vary by individual and may determine professional outcome.

Required Course Materials (used for SRGT 1405 / 1409 / 1441 / 1442):

Surgical Technology for the Surgical Technologist A Positive Care Approach 2024, 6th ed.
Caruthers, Delmar Publishing.

Study Guide for Surgical Technology for the Surgical Technologist 2017. Junge, Delmar Publishing. (ISBN: 978-0-357-62573-6)

Recommended Course Materials:

Differentiating Surgical Instruments, 2nd ed., 2012. Rutherford, FA Davis Publishing. ISBN: 978-0-8036-2545-7

Medical Dictionary: **Either**, *Mosby's Medical, Nursing, & Allied Health Dictionary*, **or** *Taber's Cyclopedic Medical Dictionary* (any recent edition).

Course Goals and Student Learning Objectives:

Upon completing the course, the student will have accomplished the following course outcomes:

Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the surgical setting.

Demonstrates legal and ethical behaviors, as well as safety practices.

Demonstrates interpersonal and teamwork skills, and appropriate written and verbal communications skills using the terminology of the surgical technologist.

The student will demonstrate competency of application with regard to recognized Principles of Asepsis (Sterile Technique) as a foundation to surgical intervention in various specialties through clinical-based experience. The student will exhibit acceptable standards of professional practice for Surgical Technology at all times.

Course Schedule:

Assigned clinical-sites and rotation schedules are distributed as a separate course material and subject to change or variation depending upon: place of residence, clinical-site capacity, available case-load (census), individual student case-requirements, and other extenuating circumstances. In general, students are expected to rotate through numerous clinical-site assignments, attending 3-days each week (**Monday thru Wednesday***) for approximately 8-hrs each day over a period of several weeks at a time (see clinical rotation schedule posted on Blackboard), for three to four rotations each semester. ***Note: Some facilities may require an alternate day of attendance (i.e. Friday instead of Monday).** Strict attendance policies apply (see below), and clinical records **MUST** be accurately maintained, while satisfying programmatic accreditation standards. Clinical Schedule (See Blackboard Course Link; Clinical Schedule TAB).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

See course-specific Course Requirement/Evaluation, Attendance, and Conduct statements contained in this syllabus. Students are also expected to read and abide by all policies contained in the PJC Student Handbook and **Surgical Technology Student Handbook**.

All course-related tuition, fees, and state-mandated immunization expenses are the student's responsibility. It is college policy that each student in the program assumes financial responsibility for his/her own health care. Personal medical insurance is recommended.

Regarding students in Healthcare Programs, COVID-19 vaccination requirements vary by facility. All clinical facilities receiving federal funds (Medicare, Medicaid, etc.) have mandatory immunization policies in place, requiring COVID vaccination or a Record of Exemption status. Since policies and implementation methods (exemption forms, record-keeping, etc.) vary by institution, multiple exemption requests may be necessary if the federal individual vaccination record is not available. Seasonal Influenza vaccination is considered a required annual immunization for health care providers in the State of Texas (exemptions require special practices).

Course Requirements and Evaluation:

Commensurate to classroom/laboratory experience, students will be subject-to rubric-based evaluations related to: instrument-recognition, equipment and supply needs, and surgical-case maintenance. Rubric-based evaluations of retained knowledge regarding common surgical procedures of various specialties will contribute to final-grade computation. Students are subject-to on-going evaluation by qualified preceptors indicating acceptable-progress throughout the clinical experience, which contributes to final-grade computation for both SRGT 2461 and SRGT 2462 (component rubrics: Daily Clinical Assessment and Clinical Rotation Progress/ Evaluation Report; see below).

The rubric-based evaluations of retained knowledge regarding common surgical procedures of various specialties will contribute to final-grade computation (see computation form below, and/or on BlackBoard).

Grading Criteria:

Clinical grade computation is based upon observed performance, level of participation, and progress. In order to pass SRGT 2461, the student must achieve a final-grade average of 75% or higher. The course final-grade average will consist of:

Instructor Evaluations	35%
Preceptor Evaluations	45%
Instructor Assignments* (WB)	<u>20%</u>

100% less attendance penalty-points (see below)

Assignments submitted late will have 10-points deducted for **each class day** past-due.

Students who demonstrate unsatisfactory progress in the clinical setting will be given written notification and a *Plan for Remediation* will be completed as applicable (see Surgical Technology Student Handbook).

Clinical Case Requirements:

By the end of the program (upon completion of SRGT 2461 and SRGT 2462) the student must have actively participated (**first** or **second scrub role**) on at least 120 surgical cases. No less than 80 of the 120 cases must be completed in a proficient first-scrub role (generally considered independent-capable) on designated case-types. See **role-descriptions** and **case-type designations** below. Student proficiency and role will be determined by clinical staff preceptors and will be documented on the clinical forms provided (Daily Clinical

Assessment and Clinical Rotation Progress/ Evaluation Report; see below). Procedures that are simply-observed, or when minimum first or second scrub criteria are not met, will not count toward meeting the clinical case requirements and are considered **observation scrub (OS)** assignments.

Students that do not achieve the case requirements will receive an “incomplete” (I) status instead of final course grades. The “incomplete” will convert to “failure” (F) according to institutional policy if the course requirements are not met before the end of a subsequent semester.

Scrub-Role Descriptions:

First-Scrub (1st) assignment requires all of the following specific duties to be performed proficiently* during the case:

Verifies supplies and equipment needed for the surgical procedure

Sets-up the sterile field with instruments, supplies, and medications as needed for the procedure

Assist with patient-draping procedures whenever possible

Performs appropriate counts with the circulator (initial and closing) for the procedure

Passes instruments and supplies to sterile team members throughout the procedure

Maintains sterile technique; recognizes breaks in technique, and corrects as appropriate

Second-Scrub (2nd) assignment indicates that not all first-scrub duties were performed proficiently*, but active-participation in any of the following duties occurred throughout the case:

Sponging blood or body fluid from the wound

Cutting suture

Holding Retractors

Manipulating an endoscopic camera

Diagnostic Endoscopy and Vaginal Delivery procedures are limited to second-scrub-role

Observation-Scrub (OS) assignment indicates that the team member simply observed or scrubbed and observed without performing any of the duties described above. This assignment will not count toward meeting the clinical case requirements.

*proficiency is evaluated by an attending preceptor, and the role-assignment is validated by the preceptor's mark (PI).

Case-Types and Designated Requirements:

Acceptable case-types, and limited-alternatives, fall under the following categories:

General Surgery

Specialty Surgery

Diagnostic Endoscopy* (scope to assess only, no intervention procedure); These are limited to 10-assignments, in the second-scrub role ONLY.

Labor and Delivery** (Vaginal Delivery); These are limited to 5-assignments* in the second-scrub role ONLY.

*Diagnostic Endoscopy may include use of scopes in any area of the body (i.e. bronchoscope, cystoscope, laryngoscope, ERCP, and EGD), but generally refers to cases performed in the “GI Lab”. Up to ten (10) diagnostic endoscopy procedures may be substituted for the second-scrub case requirements.

****Labor and Delivery includes vaginal-delivery cases only. Up to five (5) vaginal-delivery procedures may be substituted for the second-scrub case requirements. *Note: C-Section procedures are not limited.***

Thirty (30) of the 120 required cases must come from the general-surgery category, and at least 20 of them must be first-scrub assignments. Ninety (90) of the 120 required cases must come from the specialty-surgery category, and at least 60 of them must be first-scrub assignments. First-scrub assignments should be evenly distributed between procedure types, with no more than fifteen (15) occurring in any one specialty without similar exposure in other areas.

Surgical “Specialties” include: Eye, ENT, Genitourinary, OB-GYN, Oral-maxillofacial, Neuro, Orthopedic, peripheral vascular, Cardiothoracic, Plastic-reconstructive, or Transplant. All others are typically “General”.

Official Student Email Policy:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student’s PJC email account. Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student’s failure to check their official email account.

Clinical Attendance:

Assigned clinical attendance is **mandatory** for successful completion of this course. **All missed clinical days must be made-up at the site originally scheduled**, involving pre-arrangement with the PJC Clinical Coordinator and the O.R Supervisor where the absence occurred. There are no “excused” absences*; all are recorded and after 2 absences in a single semester, a student conference is mandatory and disciplinary action may be taken. **After two (2) absences, missed clinical days will severely affect the student clinical grade if not made-up prior to course completion. Points will be deducted directly from the post-clinical grade for each occurrence (5-pts for each occurrence 3-4, and 10-pts for each additional occurrence). Final course grades below 75% will prevent student advancement to the next clinical course.** Withdrawals must be initiated by the student, and require an institutional withdrawal form with instructor signature. The student is expected to consult appropriate faculty and financial-aid advisors prior to submitting the form to the Student Records Office for processing. The last day for a student to withdraw from a course with a grade of “W” is **Thursday, November 12, 2026.**

*Absence due to extreme circumstances (i.e. hospitalization or MVA) may be considered *extenuating* upon board review (see Surgical Technology Student Handbook).

Classroom/Lab/Clinical Conduct:

It is the student’s responsibility to be prepared, unimpaired, and on-time as scheduled. Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before

entering the classroom/laboratory or clinical patient-care areas. No obscene/vulgar language will be permitted in the classroom/laboratory or clinical setting. Professional behavior, including: appropriate communication, proper hygiene, timely-attendance, surgical attire (including PPE), patient confidentiality, and appropriate student identification are expected. Clinical activities and presence MUST be properly supervised, and financial compensation for clinical activities is prohibited. Be aware of inherent risks always associated with the OR environment and/or training-laboratory and take appropriate precautions. Potential risks include, but are not limited to: exposure to blood borne pathogens and other infectious materials, fire/electrical hazard, fall and lifting hazards, sharps injury, chemical exposure, exposure to ionizing radiation, LASERs, etc. Faculty reserves the right to drop/withdraw a student from the program for violations of the Student Conduct Policy as listed in the PJC Student Handbook and/or Surgical Technology Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence. Use of Artificial Intelligence (AI) resources is not prohibited in your learning experience, just be careful to properly disclose and cite use of these resources.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

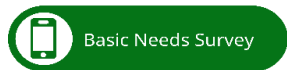
1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus and Schedule Subject to Change:

Students will be notified of any changes, as necessary, through various methods, including: classroom notification, Blackboard, student email, phone or text messaging, etc.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

SRGT 2462

Name: _____

Course Grade Rubric:

The Final Course Grade is derived from weighted averages of the following grade categories: **Instructor Evaluation** (1), **Preceptor Evaluations** (X), and **Instructor Assignments** (x). Satisfactory course completion requires: Over-all Course **Grade of 75%** or higher. The following computation is applied:

Instructor Evaluation:

Average equals 35% of final course grade (weighted-percent): _____%

Instructor Evaluation: Score: _____

Evaluation Score: _____ multiplied by 0.35 equals weighted-percent of final grade.

Preceptor Evaluation (Rotation and Case Numbers):

Average equals 45% of final course grade (weighted-percent): _____%

Preceptor Evaluation Score: _____

Case Number(s) Score: _____

Sum of Scores: _____ divided by 2, and multiplied by 0.45 equals weighted-percent of final grade.

Instructor Assignments:

Average equals 20% of final course grade (weighted-percent): _____%

WB I Score: _____ WB V Score: _____

WB II Score: _____ Other Score: _____

WB III Score: _____ Other Score: _____

WB IV Score: _____ Other Score: _____

WB V Score: _____ Other Score: _____

WB VI Score: _____ Other Score: _____

Sum of Scores: _____ divided by (X), and multiplied by 0.20 equals weighted-percent of final grade.

Final Grade for Course (Sum of weighted-percentages): _____%

GERS 1301.20D0
Gerontology for Healthcare
Fall 2026

Instructor: LaTosha N. Ivery
Office: SS Campus 101A
Phone: 903-782-0002
Email: livery@parisjc.edu
Office Hours: email for an appointment

Meeting Location: online
Meeting Days: online
Meeting Times: online

Course Description:

Overview of the social, psychological, & biological changes that accompany aging. Focus on the implications of these changes for the individual, as well as for the larger society

Required Textbook(s) and Materials:

Gerontology for the Health Care Professional, (4th edition) Robnett, Regula, Jones & Barnett Learning ISBN: 978-1-284-14506-9; Study material in blackboard

Course Goals and Objectives:

At the completion of the course, the student will demonstrate the knowledge and ability to differentiate the multi-disciplinary aspect of theory, research, and practice in gerontology; articulate the implications of aging in American society; interpret the demographics of aging; and identify cultural aspects in aging

Course Requirements and Evaluation:

The student must achieve a final average grade of 70 or higher. The final grade will consist of exams worth 50% of final grade, Death and dying paper worth 20% and Interview Project worth 30% of Final Grade

The criteria for letter grades in this course are as follows 90-100=A; 80-89=B; 70-79=C; 60-69=D; Below 60=F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Students will conduct themselves in a professional manner. It will be the student's responsibility to read chapters and review any material in the course on blackboard before each exam. The student must complete and submit required material/course work,

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be

initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 12, 2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.
<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Illness Policy:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

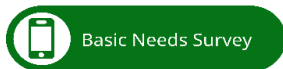
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Week 1	Orientation	Chapter 1 and Chapter 2
Week 2		Chapter 3
Week 3		Chapter 4
Week 4		Exam 1
Week 5		Chapter 5 and Chapter 6
Week 6		Chapter 7
Week 7		Chapter 8
Week 8		Exam 2
Week 9		Interview Project week to work on
Week 10		Chapter 9 and Chapter 10
Week 11		Exam 3
Week 12		Chapter 11 and Chapter 12
Week 13		Exam 4
Week 14		Death and Dying Paper
Week 15		Work on assignments and exam
Week 16		Everything must be submitted by 12/8/26
		By 11:59 pm
Sept 09, 2026		Official Reporting Day
Nov. 12, 2026		Last Day to Drop with W for Fall Semester
11/25-11/27		Thanksgiving Break

PHED 1306.10B0
First Aid
Fall 2026

Instructor: Brittany Christian
Office: Hunt Gymnasium 104
Phone: 903-782-0207
Email: bchristian@parisjc.edu
Office Hours: Mon/Wed/Fri 9A-1P

Meeting Location: ONLINE
Meeting Days: ONLINE
Meeting Times: ONLINE

Course Description:

This course is designed to develop the knowledge and skills necessary to be effective as a civilian NON-CERTIFIED first responder to minor accidents, injuries, and sudden illness. Caregiving skills while formal medical response is enroute will be taught as well as accident prevention principles will be also included. THIS COURSE IS NOT A CERTIFICATION OF FORMAL MEDICAL TRAINING AND AS SUCH, DOES NOT AUTHORIZE THE PRACTICE OF ANY MEDICAL PROCEDURES WITHOUT THE SPECIFIED DIRECTION OF A PHYSICIAN. Any liabilities incurred by the student for any such Responder action(s) will be the sole responsibility of the student as a GOOD SAMARITAN, but NOT as a certified or licensed First Responder. Certification/License of that kind requires more/different training that is authorized by the Texas Department of Health Services and/or the Texas Department of Licensing and Regulation.

Prerequisite(s): N/A

Required Textbook(s) and Materials:

Responding to Emergencies, New and Revised edition, 2012 Publisher: American Red Cross, Krames Stay Well Publishers ISBN Number: 978-1-58480-554-0.

Course Goals and Objectives:

- 1. Develop the knowledge and skills needed to meet many different types of situations when emergency first aid care is needed and, medical assistance is not excessively delayed.*
- 2. Develop the knowledge and skills needed to aid the infant, the child or the adult who is experiencing a breathing emergency.*
- 3. Develop knowledge and skills in the use of the AED (Automated External Defibrillator)*
- 4. Develop knowledge and understanding of the many causes of accidents and injuries so that action can be taken to eliminate or minimize such causes.*

Course Requirements and Evaluation:

15 Chapter Quizzes @ 20 pts. Each = 300 Points
5 Discussion Board Assignments (Class Participation) @ 60 pts. Each = 300 Points
5 Unit Exams @ 100 pts. Each = 500 Points
Total = 1100 Possible Points

Grading Scale:
990-1100 = A

880-989 = B
770-879 = C
660-769 = D
Below 660 = F

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on October 26th. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Students will be required to follow the course calendar while completing all assignments. There will be no make-ups for missed exams, unless arrangements are made prior to the day of the exam with the professor.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is November 24, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are

known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by Blackboard message and student email.

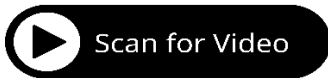
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES

PHED 1306.10B0
First Aid
Fall 2026

Instructor: Brittany Christian
Office: Hunt Gymnasium 104
Phone: 903-782-0207
Email: bchristian@parisjc.edu
Office Hours: Mon/Wed/Fri 9A-1P

Meeting Location: MS 116
Meeting Days: Tuesday & Thursday
Meeting Times: 9:30-10:45

Course Description:

This course is designed to develop the knowledge and skills necessary to be effective as a civilian NON-CERTIFIED first responder to minor accidents, injuries, and sudden illness. Caregiving skills while formal medical response is enroute will be taught as well as accident prevention principles will be also included. THIS COURSE IS NOT A CERTIFICATION OF FORMAL MEDICAL TRAINING AND AS SUCH, DOES NOT AUTHORIZE THE PRACTICE OF ANY MEDICAL PROCEDURES WITHOUT THE SPECIFIED DIRECTION OF A PHYSICIAN. Any liabilities incurred by the student for any such Responder action(s) will be the sole responsibility of the student as a GOOD SAMARITAN, but NOT as a certified or licensed First Responder. Certification/License of that kind requires more/different training that is authorized by the Texas Department of Health Services and/or the Texas Department of Licensing and Regulation.

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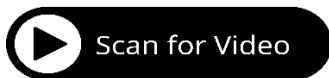
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES

Sociology 1301.40L0 Course Syllabus (Greenville)
Introduction to Sociology
Fall, 2026 Sub-term A

Instructor: Jon Rutherford B.S., M.S.

Meeting Location: Frank Grimes Center, Room 128A

Office: Frank Grimes Center Room A104E

Meeting Days: Tuesdays and Thursdays

Meeting Time: 8-9:15

Phone: 903 782-0721

Email: jrutherford@parisjc.edu

Office Hours: Monday—7–9:30; 10:45-11;11:30-3:30 Tuesday—7-8; 9:30-11:30. 12-3:30
Wednesday—7-9:30;10:45-11;11:30-3:30 Thursday—7—8; 9:30- 11:30. 12-3:30 Friday—7-
11:30

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Description:

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

Students who successfully complete this course will receive 3 college credits. Students are required to be 'reading complete', with a minimum score of 351 on the TSI exam.

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the Dragon Now, PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and Pearson via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will NOT need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. You may contact the Business Office at

<https://www.parisjc.edu/main/business-office/>

Your required e-textbook and course materials for Sociology 1301.10LO; Society: The Basics (Sixteenth Edition), will be delivered digitally in your Blackboard Ultra course provided by your instructor.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Goals and Objectives:

After successful completion of SOCI 1301, the student will exhibit an understanding of sociology through the identification of the sociological perspective, including sociological theories. And, students will possess an understanding of the origins of sociology.

By the end of the course, the student will be able to demonstrate familiarity with sociological views on the following social institutions and processes:

- Culture
- Socialization
- Groups and organizations
- Deviance
- Social stratification and its ramifications
- Sex and gender
- Race and ethnicity
- Economics and politics

- Family and religion
- Education and medicine
- Population and Urbanization
- The environment
- Social change

Course Competencies:

- SOCI 1301 will assist students in the development of the following competencies:
- To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
- To use and critique alternative explanatory systems or theories.
- To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
- To identify and understand differences and commonalities within diverse cultures.
- To analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
- To examine social institutions and processes across a range of historical periods, social structures, and cultures.

Course Requirements and Evaluation:

SOCI 1301.10LO is a hybrid course. A "hybrid" course means that approximately half of the course will be completed in the classroom and the other half of the course is completed online utilizing the Blackboard Learning Management System (Blackboard). The lecture, midterm exam, final exam and the engagement component of the course will be conducted in the classroom while discussions and reading Quizzes will be administered via Blackboard. NOTE: Students cannot complete this course successfully utilizing only Blackboard (online) nor can a student expect to only attend the lecture component and complete this course successfully. Students must complete both components of a hybrid course to be successful.

Students who successfully complete this course should be able to:

1. Define sociology. Discuss the sociological perspective, as well as what is meant by sociological imagination. Discuss the major theories within the field, and develop a basic understanding of how social research is conducted by sociologists.

2. Define culture and discuss its various components.
3. Discuss the socialization process from infancy to old age.
4. Describe the elements of social structure and interaction.
5. Describe the dynamics and characteristics of social groups.
6. Discuss the impact of formal organizations in society as well as the components of modern day bureaucracy; discuss what is meant by the phrase 'McDonalldization of Society.'
7. Define and discuss deviance, the major theories of deviance, and the relative nature of deviance.
8. Understand stratification, and the similarities and differences among the various strata in this country. In addition, understand how sociologists determine social class ranking.
9. Discuss how race/ethnicity and gender impact the lifechances of the individual in society.
10. Discuss the major theorists within the discipline; discuss sociology's emergence in the socio-historical context.
11. Discuss major trends within the modern family; discuss the sociological functions of the family, as well as conflict and interactionist analyses of the family as an institution.
12. Discuss the various stages of family life.
13. Discuss the impact of class, race, and gender on family life.
14. Discuss the various problems and issues associated with the family.
15. Discuss sexuality from a sociological point of view..
16. Discuss how each of the three theoretical orientations in sociology analyze sex and sexuality.
17. Discuss major demographic trends in the United States and abroad.
18. Discuss the process of urbanization, and its impact on cities, suburbia, and rural areas.
19. Discuss urbanism as a way of life, paying particular attention to the scholarly contributions of Ferdinand Tonnies, Emile Durkheim, George Simmel, and Robert Park.

Coursework Required:

Students will be required to complete two major unit exams, a midterm and final, worth 100 points each. In addition, students will be required to complete ten quizzes. Each quiz will

contain 10 questions, worth 1 point per question. Last, students will be required to complete ten discussion postings, worth 10 points per discussion.

Grading Policy:

Students' grades will be determined based on the following point scale:

360-400 points—A

320-359 points—B

280-319 points—C

240-279 points—D

Below 240 points—F

Testing Policy:

Students will be required to complete two major unit exams, a midterm and final, worth 100 points each. In addition, students will be required to complete ten quizzes. Each quiz will contain 10 questions, worth 1 point per question. Last, students will be required to complete ten discussion postings, worth 10 points per discussion.

Exam Schedule:

Midterm Exam (Chapters 1,2, 3, 4, and 6) In class on September 17, 2026

Final Exam (Chapters 8, 9, 11, 12 and 14) In class on October 15, 2026

Calculation of grades: The maximum number of points that a student can earn in this course is 400. Students are required to complete 2 major unit exams worth 100 points each (200 possible). Also, students are required to complete 10 substantive postings for the balance of the semester, worth 10 points each (100 possible). Last, students are required to complete 10 chapter quizzes, worth 10 points each (100 possible). See the scale above for a breakdown of grades.

Expectations for Student Conduct**1. Academic Integrity***Honesty and Fairness:*

- Complete all academic work truthfully and submit only your own work.
- Avoid plagiarism, cheating, fabrication, or any form of academic dishonesty. Academic dishonesty is defined in Policy FLB(LOCAL).

Proper Attribution:

- Credit all courses appropriately in written, visual, or digital work and on all academic assignments.

Responsibility:

- Report any suspected violations of academic integrity to the appropriate authorities.
- Obey all classroom rules and instructions from faculty.
- Respectful behavior.

2. Interpersonal Respect

Respect for Others:

- Treat all peers, faculty, and staff with dignity, courtesy, and respect.
- Avoid any form of harassment, bullying, or discriminatory behavior.

Conflict Resolution:

- Address disagreements constructively.
- Seek mediation from faculty or administration when needed.

3. Personal Responsibility and Accountability

Attendance and Participation:

- Attend classes regularly, arrive on time, and participate actively.

Behavior on Campus:

- Follow all campus policies regarding conduct, facilities use, and participation in campus life.
- Exercise expressive activities in accordance with applicable law and PJC policies.

Accountability:

- Accept responsibility for your personal actions and decisions.
- Be open to feedback and willing to make changes when necessary.

4. Professional Conduct

Appropriate Communication:

- Use respectful and professional language in all forms of communication, including emails, social media, and in-person interactions.

Ethical Use of Technology:

- Use campus technology and online platforms responsibly and in accordance with college policies.

Representation:

- Represent yourself and the college with integrity in all public and professional settings.

5. Community Engagement and Safety

Safe Environment:

- Contribute to a campus atmosphere that is safe, welcoming, and free from any form of violence or intimidation.

Substance Use and Health:

- Abide by campus regulations regarding alcohol, drugs, and other substances.
- Prioritize your physical and mental health and seek help when needed.

Gang-Free Zone

College District property and surrounding areas are designated gang-free zones under Texas law. Certain criminal offenses committed within these areas may result in enhanced penalties.

Reporting Concerns:

- If you witness or experience behavior that undermines the community's values, report it to the appropriate authorities.

6. Compliance with Institutional Policies

Adherence to Rules:

- Follow all institutional policies, including those not explicitly covered in this code (e.g., safety protocols, housing regulations, etc.).

Consequences:

- Understand that violations of this code may lead to disciplinary actions, including reprimand, probation, suspension, or expulsion.

- The College may also impose temporary restrictions or interim suspension when necessary to protect safety or maintain order pending completion of the disciplinary process.

Due Process:

- Expect that reports of misconduct will be reviewed thoroughly, fairly, and confidentially.
- Students will be given notice, an opportunity to respond, and access to the appropriate appeal process.

7. **Commitment to Continuous Improvement**

Self-Development:

- Strive for continuous personal and academic growth.
- Engage in opportunities for leadership, community service, and self-improvement.

Feedback and Participation:

- Participate in evaluations and discussions aimed at enhancing campus policies and the overall student experience.

Conclusion

By adhering to PJC's Code of Conduct, students help maintain a vibrant, respectful, and dynamic learning environment. PJC's collective commitment to these principles ensures that everyone can benefit from a supportive and high-achieving academic community.

For questions or clarification about this Code, contact:

Director of Student Life

 StudentLife@parisjc.edu

 903-782-0433

Attendance

Attendance will be monitored daily, at the beginning of each class session. You CAN NOT expect to do well in this class without attending class, doing the required homework (mostly the reading assignments), and participating in the various assignments.

Important You are required by Texas Law to log on to this course, and complete the syllabus quiz, by the official reporting day (ORD), August 31, or you will be dropped from the course.

Attendance, in this class, will be reported to a college data base, once a week.

The last day for a student to withdraw from a course with a grade of 'W' is October 1.

Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

Artificial intelligence (AI)

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Online Weekly Schedule

The course is organized into four instructional modules. Each module opens on the date listed below. Chapters, discussions, quizzes, and exams become available when the corresponding module opens. Due dates follow the pacing used in the previous semester and are designed to provide consistent weekly workflow.

Module	Module Title	Chapters	Module Opens	Assignments Due
-----	-----	-----	-----	-----
Module 1	Sociology, Theory, and Culture	Chapters 1 and 2	August 24	September 2
Module 2	Socialization, Social Interaction, Groups, and Organizations	Chapters 3, 4, and 6	August 24	September 17
Module 3	Deviance, Social Stratification, and Gender Stratification	Chapters 8, 9, and 11	August 24	October 2
Module 4	Race, Ethnicity, Family, and Religion	Chapters 12 and 14	August 24	October 11

Note: The final exam is not comprehensive.

Important Note: Students will be allowed to complete online discussion postings and chapter quizzes AFTER the aforementioned deadlines. HOWEVER, if a student completes work after the due date, five points will automatically be deducted from the student's score. In other words, a student can only receive HALF CREDIT for late work.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

This syllabus is subject to change at any time, for any number of reasons. In the event of a change, an announcement will be made in class. Also, an email will be sent to all students through Blackboard.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Sociology 1301.10L0 Course Syllabus
Introduction to Sociology
Fall, 2026 Sub-term A

Instructor: Jon Rutherford B.S., M.S.

Meeting Location: Frank Grimes Center, Room 128A

Office: Frank Grimes Center Room A104E

Meeting Days: Tuesdays and Thursdays

Meeting Time: 8-9:15

Phone: 903 782-0721

Email: jrutherford@parisjc.edu

Office Hours: Monday—7–9:30; 10:45-11;11:30-3:30 Tuesday—7-8; 9:30-11:30. 12-3:30
Wednesday—7-9:30;10:45-11;11:30-3:30 Thursday—7—8; 9:30- 11:30. 12-3:30 Friday—7-
11:30

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Description:

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

Students who successfully complete this course will receive 3 college credits. Students are required to be 'reading complete', with a minimum score of 351 on the TSI exam.

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the Dragon Now, PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and Pearson via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will NOT need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. You may contact the Business Office at

<https://www.parisjc.edu/main/business-office/>

Your required e-textbook and course materials for Sociology 1301.10LO; Society: The Basics (Sixteenth Edition), will be delivered digitally in your Blackboard Ultra course provided by your instructor.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Goals and Objectives:

After successful completion of SOCI 1301, the student will exhibit an understanding of sociology through the identification of the sociological perspective, including sociological theories. And, students will possess an understanding of the origins of sociology.

By the end of the course, the student will be able to demonstrate familiarity with sociological views on the following social institutions and processes:

- Culture
- Socialization
- Groups and organizations
- Deviance
- Social stratification and its ramifications
- Sex and gender
- Race and ethnicity
- Economics and politics

- Family and religion
- Education and medicine
- Population and Urbanization
- The environment
- Social change

Course Competencies:

- SOCI 1301 will assist students in the development of the following competencies:
- To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
- To use and critique alternative explanatory systems or theories.
- To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
- To identify and understand differences and commonalities within diverse cultures.
- To analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
- To examine social institutions and processes across a range of historical periods, social structures, and cultures.

Course Requirements and Evaluation:

SOCI 1301.10LO is a hybrid course. A "hybrid" course means that approximately half of the course will be completed in the classroom and the other half of the course is completed online utilizing the Blackboard Learning Management System (Blackboard). The lecture, midterm exam, final exam and the engagement component of the course will be conducted in the classroom while discussions and reading Quizzes will be administered via Blackboard. NOTE: Students cannot complete this course successfully utilizing only Blackboard (online) nor can a student expect to only attend the lecture component and complete this course successfully. Students must complete both components of a hybrid course to be successful.

Students who successfully complete this course should be able to:

1. Define sociology. Discuss the sociological perspective, as well as what is meant by sociological imagination. Discuss the major theories within the field, and develop a basic understanding of how social research is conducted by sociologists.

2. Define culture and discuss its various components.
3. Discuss the socialization process from infancy to old age.
4. Describe the elements of social structure and interaction.
5. Describe the dynamics and characteristics of social groups.
6. Discuss the impact of formal organizations in society as well as the components of modern day bureaucracy; discuss what is meant by the phrase 'McDonalldization of Society.'
7. Define and discuss deviance, the major theories of deviance, and the relative nature of deviance.
8. Understand stratification, and the similarities and differences among the various strata in this country. In addition, understand how sociologists determine social class ranking.
9. Discuss how race/ethnicity and gender impact the lifechances of the individual in society.
10. Discuss the major theorists within the discipline; discuss sociology's emergence in the socio-historical context.
11. Discuss major trends within the modern family; discuss the sociological functions of the family, as well as conflict and interactionist analyses of the family as an institution.
12. Discuss the various stages of family life.
13. Discuss the impact of class, race, and gender on family life.
14. Discuss the various problems and issues associated with the family.
15. Discuss sexuality from a sociological point of view..
16. Discuss how each of the three theoretical orientations in sociology analyze sex and sexuality.
17. Discuss major demographic trends in the United States and abroad.
18. Discuss the process of urbanization, and its impact on cities, suburbia, and rural areas.
19. Discuss urbanism as a way of life, paying particular attention to the scholarly contributions of Ferdinand Tonnies, Emile Durkheim, George Simmel, and Robert Park.

Coursework Required:

Students will be required to complete two major unit exams, a midterm and final, worth 100 points each. In addition, students will be required to complete ten quizzes. Each quiz will

contain 10 questions, worth 1 point per question. Last, students will be required to complete ten discussion postings, worth 10 points per discussion.

Grading Policy:

Students' grades will be determined based on the following point scale:

360-400 points—A

320-359 points—B

280-319 points—C

240-279 points—D

Below 240 points—F

Testing Policy:

Students will be required to complete two major unit exams, a midterm and final, worth 100 points each. In addition, students will be required to complete ten quizzes. Each quiz will contain 10 questions, worth 1 point per question. Last, students will be required to complete ten discussion postings, worth 10 points per discussion.

Exam Schedule:

Midterm Exam (Chapters 1,2, 3, 4, and 6) In class on September 17, 2026

Final Exam (Chapters 8, 9, 11, 12 and 14) In class on October 15, 2026

Calculation of grades: The maximum number of points that a student can earn in this course is 400. Students are required to complete 2 major unit exams worth 100 points each (200 possible). Also, students are required to complete 10 substantive postings for the balance of the semester, worth 10 points each (100 possible). Last, students are required to complete 10 chapter quizzes, worth 10 points each (100 possible). See the scale above for a breakdown of grades.

Expectations for Student Conduct**1. Academic Integrity***Honesty and Fairness:*

- Complete all academic work truthfully and submit only your own work.
- Avoid plagiarism, cheating, fabrication, or any form of academic dishonesty. Academic dishonesty is defined in Policy FLB(LOCAL).

Proper Attribution:

- Credit all courses appropriately in written, visual, or digital work and on all academic assignments.

Responsibility:

- Report any suspected violations of academic integrity to the appropriate authorities.
- Obey all classroom rules and instructions from faculty.
- Respectful behavior.

2. Interpersonal Respect

Respect for Others:

- Treat all peers, faculty, and staff with dignity, courtesy, and respect.
- Avoid any form of harassment, bullying, or discriminatory behavior.

Conflict Resolution:

- Address disagreements constructively.
- Seek mediation from faculty or administration when needed.

3. Personal Responsibility and Accountability

Attendance and Participation:

- Attend classes regularly, arrive on time, and participate actively.

Behavior on Campus:

- Follow all campus policies regarding conduct, facilities use, and participation in campus life.
- Exercise expressive activities in accordance with applicable law and PJC policies.

Accountability:

- Accept responsibility for your personal actions and decisions.
- Be open to feedback and willing to make changes when necessary.

4. Professional Conduct

Appropriate Communication:

- Use respectful and professional language in all forms of communication, including emails, social media, and in-person interactions.

Ethical Use of Technology:

- Use campus technology and online platforms responsibly and in accordance with college policies.

Representation:

- Represent yourself and the college with integrity in all public and professional settings.

5. Community Engagement and Safety

Safe Environment:

- Contribute to a campus atmosphere that is safe, welcoming, and free from any form of violence or intimidation.

Substance Use and Health:

- Abide by campus regulations regarding alcohol, drugs, and other substances.
- Prioritize your physical and mental health and seek help when needed.

Gang-Free Zone

College District property and surrounding areas are designated gang-free zones under Texas law. Certain criminal offenses committed within these areas may result in enhanced penalties.

Reporting Concerns:

- If you witness or experience behavior that undermines the community's values, report it to the appropriate authorities.

6. Compliance with Institutional Policies

Adherence to Rules:

- Follow all institutional policies, including those not explicitly covered in this code (e.g., safety protocols, housing regulations, etc.).

Consequences:

- Understand that violations of this code may lead to disciplinary actions, including reprimand, probation, suspension, or expulsion.

- The College may also impose temporary restrictions or interim suspension when necessary to protect safety or maintain order pending completion of the disciplinary process.

Due Process:

- Expect that reports of misconduct will be reviewed thoroughly, fairly, and confidentially.
- Students will be given notice, an opportunity to respond, and access to the appropriate appeal process.

7. **Commitment to Continuous Improvement**

Self-Development:

- Strive for continuous personal and academic growth.
- Engage in opportunities for leadership, community service, and self-improvement.

Feedback and Participation:

- Participate in evaluations and discussions aimed at enhancing campus policies and the overall student experience.

Conclusion

By adhering to PJC's Code of Conduct, students help maintain a vibrant, respectful, and dynamic learning environment. PJC's collective commitment to these principles ensures that everyone can benefit from a supportive and high-achieving academic community.

For questions or clarification about this Code, contact:

Director of Student Life

 StudentLife@parisjc.edu

 903-782-0433

Attendance

Attendance will be monitored daily, at the beginning of each class session. You CAN NOT expect to do well in this class without attending class, doing the required homework (mostly the reading assignments), and participating in the various assignments.

Important You are required by Texas Law to log on to this course, and complete the syllabus quiz, by the official reporting day (ORD), August 31, or you will be dropped from the course.

Attendance, in this class, will be reported to a college data base, once a week.

The last day for a student to withdraw from a course with a grade of 'W' is October 1.

Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

Artificial intelligence (AI)

Ethical Considerations and Consequences for Misuse

The inappropriate or unauthorized use of AI-generated content may constitute academic misconduct and/or a violation of discipline-specific professional ethics. Such misuse of AI or other assignment-help tools will be handled according to PJC's Academic Conduct Policy or other relevant policies and may result in sanctions, including failing the course, program dismissal, suspension, or expulsion.

Approval Process

Any use of AI must be specifically approved by your instructor before you begin the assignment. To request approval, email your instructor (or raise it during office hours) describing the assignment and how you intend to use AI. Approval, if granted, will be confirmed in writing (email or course announcement) and may be assignment-specific — approval for one assignment does not carry over to others.

Permitted and Prohibited Use

Artificial intelligence (AI) may be used for specific assignments as determined by your instructor, with appropriate citation, but is never permitted for tests, quizzes, or other assessments of individual knowledge unless explicitly stated otherwise.

- *Example of permitted use:* Using AI to brainstorm topic ideas, check grammar, or generate a practice outline — with instructor approval and proper citation.
- *Example of prohibited use:* Submitting AI-generated text as your own original writing, or using AI to complete a quiz, exam, or timed assessment.

This policy applies to all AI tools, including general-purpose chatbots (e.g., ChatGPT, Claude, Gemini), AI writing assistants and grammar tools with generative features (e.g., Grammarly's AI suggestions), AI-powered translation tools, and AI features embedded in other software (e.g., Word, Google Docs).

Citation Requirements

When AI use is approved, you must cite it according to the citation style required for the course (APA, MLA, or Chicago, as specified by your instructor). This typically includes naming the AI tool used, the date accessed, and a brief description of how it was used (e.g., "ChatGPT was used to generate an initial outline, which was then revised independently"). Consult your instructor or the relevant style guide for the exact citation format.

Detection and Verification

The instructor and/or the college reserve the right to use AI-detection software or other means to verify the originality of submitted work. Students may also be asked to explain, defend, or reproduce their work (e.g., in a conference or oral discussion) to confirm authorship.

When in Doubt

If you are in doubt as to whether you are using AI appropriately in this course, it is your responsibility to discuss your situation with the instructor before submitting the assignment. Remember, AI can be a tool to support your learning in this course, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Online Weekly Schedule

The course is organized into four instructional modules. Each module opens on the date listed below. Chapters, discussions, quizzes, and exams become available when the corresponding module opens. Due dates follow the pacing used in the previous semester and are designed to provide consistent weekly workflow.

Module	Module Title	Chapters	Module Opens	Assignments Due
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Module 1	Sociology, Theory, and Culture	Chapters 1 and 2	August 24	September 2
Module 2	Socialization, Social Interaction, Groups, and Organizations	Chapters 3, 4, and 6	August 24	September 17
Module 3	Deviance, Social Stratification, and Gender Stratification	Chapters 8, 9, and 11	August 24	October 2
Module 4	Race, Ethnicity, Family, and Religion	Chapters 12 and 14	August 24	October 11

Note: The final exam is not comprehensive.

Important Note: Students will be allowed to complete online discussion postings and chapter quizzes AFTER the aforementioned deadlines. HOWEVER, if a student completes work after the due date, five points will automatically be deducted from the student's score. In other words, a student can only receive HALF CREDIT for late work.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



**Course RNSG 1226
Professional Nursing Concepts II
Fall 2026**

Instructor: Ashley Moss, MSN, RN
Office: 1038
Phone: 903-782-0746
Email: amoss@parisjc.edu
Office Hours: 8:00 – 5:00

Meeting Location: Rm. 1016
Meeting Days: Thursday
Meeting Times: See Course Calendar

Course Description:

Expanding professional nursing concepts and exemplars within the professional nursing roles. Applying concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and team/collaboration to the exemplars presented in the Health Care Concepts II course. Introduces concepts of leadership and management. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach.

2 Semester credit hours, 2 Didactic hours

Co-requisites include: RNSG 1324, RNSG 1218, RNSG 2160

Associate's degree and level 2 certificates require TSI Complete in Math, Reading, and Writing to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Required Fall 2026:

Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing 16th ed. ISBN: 9781975221133

Lippincott CoursePoint+ Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing 5th ed. ISBN: 9781975246211

Lippincott CoursePoint+ for Videbeck: Psychiatric-Mental Health Nursing, 10th Edition

Spring 2027:

No additional textbooks required for Spring

Summer 2027:

No additional textbooks required for Summer

Recommended:

Silvestri, Linda (2022) Saunders Comprehensive Review for NCLEX-RN, (9th ed.), Elsevier-Saunders, ISBN: 9780323795307

Curren, A.M., (2020) Dimensional Analysis for Meds, (any edition), Delmar Cengage Learning. ISBN: 9781284248623

Course Goals and Objectives:

- Demonstrate the attributes and roles of the professional nurse. (EPSLO #3,4)
- Apply clinical reasoning processes for the development of clinical judgment. (EPSLO #2)
- Identify the legal-ethical parameters for professional nursing practice as related to selected exemplars. (EPSLO #4)
- Describe professional nursing techniques in providing patient-centered care. (EPSLO #1,3)
- Describe professional collaboration with members of the health care team. (EPLSO #5)
- Discuss roles of leadership/management including principles of delegation. (EPSLO #1,5)

End-of-Program Student Learning Outcomes

1. Provide safe, compassionate, and patient-centered nursing care to individuals, families, and communities across the lifespan, incorporating cultural, developmental, and ethical considerations.
2. Apply clinical judgment and clinical reasoning to assess, plan, implement, and evaluate nursing care that promotes optimal patient outcomes in a variety of healthcare settings.
3. Integrate evidence-based practice, clinical guidelines, and nursing standards into decision-making to deliver high-quality, effective nursing care.

Course Requirements and Evaluation:

Unit 1: Test Taking Strategies

Unit 2: Ethical & Legal

Unit 3: Health Promotion, Wellness, and Disease Prevention

Unit 4: Patient Centered Care

Unit 5: Collaboration & Teamwork

Unit 6: Health Information Technology

Unit 7: Professionalism & Leadership

Evaluation will be based on techniques designed to determine if course objectives are met.

These measures include:

Course Components	Percentage
ATI Modules • Test Taking Skills 10% • Ethical & Legal 10% • Health Promotion, Wellness, and Disease Prevention 10% • Patient Centered Care 10% • Teamwork & Collaboration 10% • Health Information Technology 10% • Professionalism & Leadership 10%	70

Personal Identity Poster Board	10
Personal Service Hours (10%) and Reflection (10%)	20
TOTAL	100

ALL ABOVE COURSE COMPONENTS ARE MANDATORY AND MUST BE COMPLETED TO RECEIVE A GRADE

Grading Scale

A = 89.5-100

B = 80.5-89.49

C = 74.5-80.49

D = 69.5-74.49

F = 69.49 or below

All course components must be completed to receive full credit for the course. If any components are omitted or not completed, the student's grade may result in an incomplete or a failure.

Course components will be considered late if submitted after the deadline identified in the course content found in blackboard. Assignments may be submitted up to three days late with a ten-point deduction per day. After three days, a zero will be placed in the gradebook, but the assignment must still be completed.

For example: If an assignment is due at 0830 Monday morning, at 0831, it is a 10-point deduction. If this same assignment were to be submitted on Tuesday at 0831 it is now a 20-point deduction.

This course must be taken as a co-requisite to RNSG 1218, RNSG 1324, and RNSG 2160. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester.

All submitted assignments, documents, and/or other material must be submitted in a MS word document or PDF format. Refer to blackboard assignments for instructions on which format to use.

No extra credit will be offered.

Rounding of Final Grade:

Rounding of grades will only occur after all calculations leading to the final result are completed. Therefore, rounding grades for individual assignments is not an accepted practice. Rounding will be calculated using the “five-up” rule, allowing for decimal numbers that meet or exceed the halfway point between two values to be rounded up to the larger value. For example, a grade of 89.5 equals an A, whereas a grade of 89.49 equals a B. Therefore, faculty, prior to the awarding of final course grades, shall ensure gradebook software in a course is in alignment with this policy.

Course Components:

- **ATI Modules**
Student's will complete the assigned modules in ATI. The student must complete the associated module and pre and post quizzes if available. Students may take the module multiple times, but the first attempt grade will be recorded in the grade book. See Blackboard for a list of ATI Modules, further instructions, and due dates.
- **Personal Identity Poster Board**
Students will create a visual representation that reflects aspects of their personal and professional identity. See Blackboard and the course calendar for due dates and further instructions.
- **Personal Service Hours and Reflection**
In this service-learning experience, you will not only enhance your knowledge and skills but actively use those skills as you serve the community. Each student is expected to complete 4 hours of service learning as a part of the course. A reflection of the experience and connection to the health and wellness of the population served is required. This assignment aims to foster a commitment to the community and a desire to work collectively toward the health and welfare of their local community. See blackboard and the course calendar for due dates and further instructions.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on September 8, 2026. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Official Student Email Policy and Communication Expectations:

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Voice and email communication will be acknowledged by assigned faculty within 36 hours during their designated office hours. Students are expected to acknowledge voice and email communication within 36 hours of receipt.

General announcements that apply to the entire class will be uploaded in Blackboard. The same expectation applies to reading Blackboard announcements as applies to reading PJC emails. Paris Junior College Nursing Faculty office hours are on non-clinical days. Appointments are recommended with assigned faculty.

Course specific questions and/or concerns may be directed to the course lead. Utilizing the chain of command, any unresolved issues can be addressed with the Assistant Director of Nursing, then the Director of Nursing.

Additional Course Faculty:

Kelly Merritt, MSN, APRN, FNP-C
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0766
Office: 1032
Email: kmerritt@parisjc.edu

Rebecca Scott, MSN, RN, CCRN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0246
Office: 1044
Email: rscott@parisjc.edu

Kimberly Vice, MSN-Ed, RN
Instructor: Classroom/Simulation
Office Phone: 903-782-0730
Office: 1036
Email: kvice@parisjc.edu

Kelli Rial, MSN, RN, CNEcl
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-1751
Office: 1042
Email: krial@parisjc.edu

Director of Nursing:

Dwana Hollidai, MBA, BSN, BS, RN

Office Phone: 903-782-0758

Office: 1008

Email: dhollidai@parisjc.edu

Assistant Director of Nursing:

Brad Bolton, BSN, RN, EMT-P

Office Phone: 903-782-0754

Office: 1004

Email: bbolton@parisjc.edu

Class Attendance:

Regular attendance is mandatory for success in the Associate Nursing Program. Attendance related definitions:

1. Tardy = Arriving to or leaving class/clinical 30 minutes or less
2. Absence = Arriving or leaving class/clinical 30 minutes or more

Refer to the *PJC Nursing Student Handbook* for the attendance policy, found in the 2026-2027 ADN cohort blackboard page.

Withdrawal from a course:

The student must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is November 12, 2026.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory.

Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Plagiarism and Academic Dishonesty:

Plagiarism is the act of representing directly or indirectly another person's work as his or her own. It can involve copying someone else's work in a paper without citations; quoting without acknowledging the true source of the quoted material; performing a cut and paste of work from an internet source and submitting with your name on it, submitting a paper purchased or received from another source; along with similar infractions as detailed in the PJC Student Handbook and the PJC Nursing Student Handbook.

In this course, there may be individual assignments and/or group assignments. It is important that your individual assignments be completed with your thoughts alone but supported by authoritative sources through the use of citations and references, following APA style. Failing to use proper citations and references, whether intentional or unintentional, is plagiarism. To do so knowingly is dishonest and not fitting the standards expected of a professional. The faculty reserve the right to select assignments to be scanned by anti-plagiarism software. Students caught submitting plagiarized work will receive a zero for the assignment and further disciplinary action may result. The faculty and administration reserve the right to file a complaint for academic misconduct within the school for plagiarism. For more information, refer to the Nursing Student Handbook.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

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Illness Policy:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Help Desk:

techsupport@parisjc.edu

903.782.0496

PJC IT Checklist:

<https://www.parisjc.edu/technology/pjc-it-checklist.php>

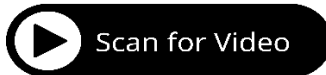
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Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
09/02/26	Test Taking Strategies	ATI Module
09/03/26	Test Taking Strategies	Lecture
09/16/26	Ethical & Legal Considerations	ATI Module
09/23/26	Health Promotion	ATI Module
09/24/26	Health Promotion	Lecture
10/01/26	Personal Identity	Personal Identity Poster Board Activity
10/14/26	Patient Centered Care	ATI Module
10/15/26	Patient Centered Care	Lecture
10/28/26	Teamwork and Collaboration	ATI Module
11/04/26	Documentation	ATI Module
11/05/26	Health Information Technology	Lecture
11/18/26	Professionalism and Leadership	ATI Module
11/26/26	Service Hours	Volunteer Student Service
11/26/26	Service Hours	Reflection Paper

Course # ENGL 1301.90A0
Composition 1
Fall 2026

Instructor: Elizabeth Moss
Office: Room 104
Phone: 903-537-2386
Email: emoss@salttilloisd.net
Office Hours: 9:54-10:41

Meeting Location: Room 104
Meeting Days: M-F
Meeting Times: 7:50-8:37 and 1:00-1:47

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Required Textbook(s) and Materials:

All the required course materials for your classes are being delivered through Dragon Now the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase.

For this course we will be using a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com, with a link to access your account. Please follow directions in the email to access your virtual Bookshelf.

If you wish to opt-out of this program, please follow the steps below by:

Fall Main Term: 9/11/2026

- 1) Go to <https://ACCESSPortal.follett.com:443/1836>
- 2) Create an account using your student email account
- 3) Select Opt-Out to opt-out of the entire program. You will have an opportunity to opt back in if you choose to do so.
- 4) You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

Course Goals and Objectives:

Associate of Arts (AA) — Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. Communication & Expression — Demonstrate effective written and oral communication skills by articulating ideas clearly, purposefully, and with awareness of audience across a variety of contexts.
2. Critical & Creative Thinking — Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. Humanities & Cultural Literacy — Examine human experience through the lens of history, literature, the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. Information Literacy — Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. Personal & Civic Responsibility — Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

Student Learning Outcomes (Core Curriculum-Level):

Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.

Demonstrate Team Work—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.

Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.

Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 1301 Course-Level):

Upon successful completion of this course, students will:

Demonstrate knowledge of individual and collaborative writing processes.

Develop ideas with appropriate support and attribution.

Write in a style appropriate to audience and purpose.

Read, reflect, and respond critically to a variety of texts.

Use Edited American English in academic essays.

Course Requirements and Evaluation:

*Minimum of 5 full essays, various modes

*Documented essay (using MLA documentation and applying the assessment rubric)—at least 1 of the 5 essays

*Final exam exemptions

- students with 4 or fewer absences and an essay average of 80 or higher may be exempted from the final exam;
- remaining students will write a 5th essay at the time of the final and the grade will replace the lowest essay grade of the first 4 essays;
- the 5th essay grade will also count as the final exam grade;
- averages for exempted students will not include a final exam grade
- the exemption is not mandatory; students may choose to write the 5th essay

LAB (in Blackboard)

- 15% of overall grade
- automatic grading of quizzes and averaging by Bb to create a single LAB grade
- In addition to regular grammar and mechanics work done in the class

ENGL 1301 Labs (Online): Online lab assignments are a required component for all ENGL 1301 students at Paris Junior College and are to be completed outside of the scheduled classroom time. The labs **MUST** be completed by the stated due dates. They will **NOT** be reopened under **ANY** circumstances. Plan ahead and complete them by the scheduled due dates! There are a total of fourteen lab items and two diagnostic tests. Expect to spend, on average, an hour for each of the labs for a total of sixteen hours.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course. **DUE DATE BEFORE SEPTEMBER 5, 2026**

Course Policies:

Students are expected to complete course work in an honest manner, using their own intellects and resources designated as allowable by the course instructor. All essays must be typed following MLA format (12-point font, Times New Roman), and will not be accepted in any other form. You can reference the Purdue OWL for further assistance in this regard.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 12, 2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty

reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial Intelligence (AI) Policy: In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

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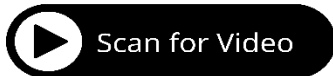
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[illegible]

Course# (1509.10A0)
Nursing in Health and Illness II
Fall 2026

Lead Instructor:	Jerry Soukal	Meeting Location:	Paris Campus Walters WTC 1020
Office:	1060	Meeting Days:	Monday
Phone:	903-782-0736	Meeting Times	0800-1400; See semester calendar
Email:	gsoukal@parisjc.edu		
Office Hours:	Tuesdays 0800-1100, see door schedule for additional availability		

Additional Nursing Faculty:

Jessica Whitaker, BSN, RN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0465
Office: 1056
Email: jwhitaker@parisjc.edu

Briar Dechant BSN, RN
Instructor: Clinical/Sim Lab Coordinator
Office Phone: 903-782-0759
Office: 1062
Email: bdechant@parisjc.edu

Dani Spangler, MSN, RN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0745
Office: 1060
Email: dspangler@parisjc.edu

Director of Nursing: Dwana Hollidai, MBA, BSN, BS, RN
Office Phone: 903-782-0758
Office: 1008
Email: dhollidai@parisjc.edu

Assistant Director of Nursing: Brad Bolton, BSN, RN, EMT-P
Office Phone: 903-782-0754
Office: 1004
Email: bbolton@parisjc.edu

PJC Help Desk:
techsupport@parisjc.edu
903-782-0496

**VNSG 1330
Maternal-Neonatal Nursing
Fall 2026**

Lead Instructor:	Jessica Whitaker	Meeting Location:	WTC Room 1020
Office:	1056	Meeting Days:	Mondays
Phone:	903-782-0465	Meeting Times:	2:00 – 5:00pm, see calendar for additional details
Email:	jwhitaker@parisjc.edu		
Office Hours:	Tuesdays 730-1630, see door schedule for additional availability		

Additional Nursing Faculty:

Dani Spangler, MSN, RN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0745
Office: 1058
Email: dspangler@parisjc.edu

Briar Dechant BSN, RN
Instructor: Clinical/Sim Lab Coordinator
Office Phone: 903-782-0759
Office: 1062
Email: bdechant@parisjc.edu

Jerry Soukal, BSN, RN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0736
Office: 1060
Email: jsoukal@parisjc.edu

Director of Nursing: Dwana Hollidai, MBA, BSN, BS, RN
Office Phone: 903-782-0758
Office: 1008
Email: dhollidai@parisjc.edu

Assistant Director of Nursing: Brad Bolton, BSN, RN, EMT-P
Office Phone: 903-782-0754
Office: 1004
Email: bbolton@parisjc.edu

PJC Help Desk:
techsupport@parisjc.edu
903-782-0496

The following link is for the PJC IT Checklist and is encouraged to work through it before the first-class day: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

Course Description:

VNSG 1330 (3 Semester credit hours, 2 Didactic, 2 Laboratory)

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and puerperium.

Co-requisites include: VNSG 1509 & 1460.

If Applicable: TSI Requirement: Math, reading, and writing

Note: VNSG courses typically require TSI compliance or waiver.

TSI math, reading, and writing must be fulfilled before certificate conferral.

Required Textbook(s) and Materials:Required Summer 2026:

Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing 16th ed. ISBN: 978-1-9752-7442-9

Lippincott CoursePoint+ Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing 5th ed. ISBN: 978-1-9752-4611-2

Lippincott CoursePoint+ Enhanced for Videbeck's Psychiatric-Mental Health Nursing, 10th ed. ISBN: 978-1-9752-7477-1

The above required books can only be purchased from the PJC bookstore or directly from the publisher through the provided link.

Recommended:

Silvestri, Linda (2022) Saunders Comprehensive Review for NCLEX-PN, (9th ed.), Elsevier-Saunders, ISBN: 978-0443112874

Curren, A.M., (2020) Dimensional Analysis for Meds, (any edition), Delmar Cengage Learning. ISBN: 9781284248623

Course Goals and Objectives:

1. Discuss human reproduction and fetal development as related to the normal aspects of childbearing. (EPSLO #1, 2)
2. Identify common complications of the mother and newborn during prenatal, antenatal, and postnatal periods. (EPSLO #1, 2)
3. Relate characteristics of the normal newborn and associated nursing interventions to meet identified health care needs utilizing the nursing process and clinical judgement model. (EPSLO #2, 3)

Course Requirements and Evaluation:

Required Activity: All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:30 p.m. September 8th, 2026. Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Evaluation will be based on techniques designed to determine if course objectives are met. These measures include:

Course Components	Percentage
Four (4)-unit exams • Unit I = 17.5% • Unit 2 = 17.5% • Unit 3 = 17.5 % • Unit 4 = 17.5%	70%
Four (4) PrepUs • Ch. 3 = 5% • Ch. 12 = 5% • Ch. 14 = 5% • Ch. 18 = 5%	20%
ATI – Maternal Newborn Practice & Proctored Exams	10%
TOTAL	100%

***ALL ABOVE COURSE COMPONENTS ARE MANDATORY AND MUST BE COMPLETED TO RECEIVE A GRADE**

Grading Scale

A =	89.5-100
B =	80.5-89.49
C =	74.5-80.49
D =	69.5-74.49
F =	69.49 or below

All course components must be completed to receive full credit for the course. If any components are omitted or not completed, the student's grade may result in an incomplete or a failure.

Course components will be considered late if submitted after the deadline identified in the course content found in Blackboard. Assignments may be submitted up to three days late with a ten-point deduction per day. No assignment will be accepted after three days, and a zero will be placed into the gradebook. After three days, a zero will be placed in the gradebook, but the assignment must still be completed.

For example: If an assignment is due at 0830 Monday morning, at 0831, it is a 10-point deduction. If this same assignment were to be submitted on Tuesday at 0831, it is now a 20-point deduction.

This course must be taken as a co-requisite to VNSG 1509 and VNSG 1460. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester.

All submitted assignments, documents, and/or other material must be submitted in a MS word document or PDF format. Refer to blackboard assignments for instructions on which format to use.

No extra credit will be offered

Rounding of Final Grade:

Rounding of grades will only occur after all calculations leading to the final result are completed. Therefore, rounding grades for individual assignments is not an accepted practice. Rounding will be calculated using the "five-up" rule, allowing for decimal numbers that meet or exceed the halfway point between two values to be rounded up to the larger value. For example, a grade of 89.5 equals an A, whereas a grade of 89.49 equals a B. Therefore, faculty, prior to the awarding of final course grades, shall ensure gradebook software in a course is in alignment with this policy.

Remediation/Success Program

Students who cannot satisfactorily meet course requirements, course standards, objectives, or score less than 75 on any component of the course may be referred to remediation. Students can self-refer or be referred by faculty for reasons other than scores below 75 to enhance student success in the program.

Unit Exams

Four (4) Unit exams will consist of questions divided among the lecture content as determined by the faculty. Each question is allotted for 1.5 minutes of test time. Refer to the course calendar for dates and times.

Items for Exam Days: Recommend laptop, Pen/Pencil.

Missed Exams

Makeup Exams: If a student is unable to take an exam on the scheduled date, a makeup exam may be offered at the faculty's discretion and must be taken within the week upon their return to class. However, please note that up to 25% of the test items may be changed to alternate format items, which may include fill-in-the-blank, NextGen case studies, and essay questions. The faculty will determine the date, time, place, and type of make-up exam.

Exam Review

Test reviews will be conducted after all students have completed the exam and item analysis has been completed. Students may request a one-on-one with instructors to review exams.

Prep-U's

Four (4) Prep-U mastery level quizzes have been assigned. All quizzes have been set to a mastery level of 8. You must reach the mastery level of 8 by the due date to receive credit. Assignments with a mastery level of 8 may be submitted up to three days late with a ten-point deduction per day. No assignment will be accepted after the three days, and a zero will be placed into the gradebook

Students will need to join the course in "the Point" found under *Ricci, Kyle, & Carman: Maternity and Pediatric Nursing*. Enter class code 248CG9K3YDV3

ATI Maternal Newborn Practice & Proctored Exams

PN Maternal Newborn Practice Assessment	
5 points	
Complete Practice Assessment A	Complete Practice Assessment B
All above components must be completed by the due date to receive a total of 5 points. No partial credit will be awarded and no late work will be accepted. One point per day will be deducted up to three days. After three days no points will be awarded.	

**Maternal Newborn Proctored Assessment			
Level 3 = 5 points	Level 2 = 4 points	Level 1 = 3 points	Below Level 1 = 2 points
**Maternal Newborn Proctored Assessment may be retaken with the higher of the two levels achieved factoring into the points.			
10/10 points = 100	9/10 points = 90	8/10 points = 80	7/10 points = 70

It is highly recommended to complete the *focused review* and *post study quiz* for practice A, practice B and the proctored assessments. Depending on your score, you may not be assigned a *post study quiz*.

Course Policies

Detailed Description of Standards:

Students are evaluated for adherence to the Detailed Standards for each clinical and classroom/lab

day. Points are deducted for failure to adhere to standards. The points deducted are cumulative and will be deducted from the overall VNSG 1330 course grade. Detailed Description of Standards can be located on Blackboard in the Nursing Handbook.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is November 12th, 2026.

Attendance related definitions:

1. Tardy= Arriving to or leaving class/clinical 30 minutes or less
2. Absence= Arriving or leaving class/clinical 30 minutes or more

Refer to the *PJC Nursing Student Handbook* for the attendance policy, found in the 2026-2027 VN cohort blackboard page.

Class Conduct:

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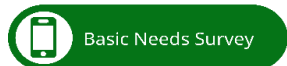
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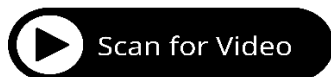
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
Unit 1 Women’s Health		
Unit 2 Antepartum: Uncomplicated & Complicated Pregnancy		
Unit 3 Intrapartum: Uncomplicated & Complicated Childbirth		
Unit 4 Postpartum & Newborn		
See Fall 2026 calendar in Blackboard for additional details.		

Course # (1460.10A0)
Clinical Vocation Nurse
Fall 2026

Lead Instructor:	Dani Spangler	Meeting Location:	See semester calendar
Office:	1058	Meeting Days:	To be announced
Phone:	903-782-0745	Meeting Times:	See semester calendar
Email:	dspangler@parisjc.edu		
Office Hours:	Tuesdays 730-1630, see door schedule for additional availability		

Additional Nursing Faculty:

Jessica Whitaker, BSN, RN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0465
Office: 1056
Email: jwhitaker@parisjc.edu

Briar Dechant
Instructor: Clinical/Sim Lab Coordinator
Office Phone: 903-782-0759
Office: 1062
Email: bdechant@parisjc.edu

Jerry Soukal, BSN, RN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0736
Office: 1060
Email: jsoukal@parisjc.edu

Laura Stapleton, RN
Clinical Faculty
Email: lstapleton@parisjc.edu

Director of Nursing: Dwana Hollidai, MBA, BSN, BS, RN
Office Phone: 903-782-0758
Office: 1008
Email: dhollidai@parisjc.edu

Assistant Director of Nursing: Brad Bolton, BSN, RN, EMT-P
Office Phone: 903-782-0754
Office: 1004
Email: bbolton@parisjc.edu

PJC Help Desk:

techsupport@parisjc.edu

903-782-0496

The following link is for the PJC IT Checklist and is encouraged to work through it before the first class day: <https://www.parisjc.edu/technology/pjc-it-checklist.php>

Course Description:

VNSG 1460 (4 Semester credit hours, 0 Didactic, 12 Laboratory/Clinical)

A health-related work-based learning experience enabling the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional and will guide the vocational student into their independent practice under the direct supervision of an RN or other licensed health-care professional.

Co-requisites include: VNSG: 1330 & 1509

If Applicable: TSI Requirement: Math, reading, and writing

Note: VNSG courses typically require TSI compliance or waiver.

TSI math, reading, and writing must be fulfilled before certificate conferral.

Required Textbook(s) and Materials:Required Summer 2026:

Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing 16th ed. ISBN: 978-1-9752-7442-9

Lippincott CoursePoint+ Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing 5th ed. ISBN: 978-1-9752-4611-2

Lippincott CoursePoint+ Enhanced for Videbeck's Psychiatric-Mental Health Nursing, 10th ed. ISBN: 978-1-9752-7477-1

The above required books can only be purchased from the PJC bookstore or directly from the publisher through the provided link.

Recommended:

Silvestri, Linda (2022) Saunders Comprehensive Review for NCLEX-PN, (9th ed.), Elsevier-Saunders, ISBN: 978-0443112874

Curren, A.M., (2020) Dimensional Analysis for Meds, (any edition), Delmar Cengage Learning. ISBN: 9781284248623

Course Goals and Objectives:

1. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. EPSLO #1, 7

2. Will demonstrate legal and ethical behavior, safety practices, interpersonal and verbal communication skills using the terminology of the occupation and business/industry.
EPSLO #4, 5, 6

Course Requirements and Evaluation:

Evaluation will be based on techniques designed to determine if course objectives are met. These measures include:

Course Components	Percentage
Six Total Patient Care Reflections (15% each)	90
Three Skills Check Offs (1% each)	3
Seven Skills Modules (1% each)	7
Six Specialty Area Clinical Reflections	Complete/Incomplete
Skills and Clinical Objectives	Complete/Incomplete

***ALL ABOVE COURSE COMPONENTS ARE MANDATORY AND MUST BE COMPLETED TO RECEIVE A GRADE**

Grading Scale

- A = 89.5-100
B = 80.5-89.49
C = 74.5-80.49
D = 69.5-74.49
F = 69.49 or below

All course components must be completed to receive full credit for the course. If any components are omitted or not completed, the student's grade may result in an incomplete or a failure.

Course components will be considered late if submitted after the deadline identified in the course content found in blackboard. Assignments may be submitted up to three days late with a ten-point deduction per day. Late assignments must still be completed, but after the three days, a zero will be placed into the gradebook.

For example: If an assignment is due at 0830 Monday morning, at 0831 it is a 10-point deduction. If this same assignment were to be submitted on Tuesday at 0900 it is now a 20-point deduction

This course must be taken as a co-requisite to VNSG 1222, VNSG 1423, and VNSG 1500. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester.

All submitted assignments, documents, and/or other material must be submitted in a MS word document or PDF format. If the student is absent a day an assignment is due,

it must be submitted in blackboard to receive full points. Refer to blackboard assignments for instructions on which format to use.

No extra credit will be offered.

Rounding of Final Grade:

Rounding of grades will only occur after all calculations leading to the final result are completed. Therefore, rounding grades for individual assignments is not an accepted practice. Rounding will be calculated using the “five-up” rule, allowing for decimal numbers that meet or exceed the halfway point between two values to be rounded up to the larger value. For example, a grade of 89.5 equals an A, whereas a grade of 89.49 equals a B. Therefore, faculty, prior to the awarding of final course grades, shall ensure gradebook software in a course is in alignment with this policy.

Remediation/Success Program

Students who cannot satisfactorily meet course requirements, course standards, or objectives such as failure of a skill check-off, may be referred for remediation. Students can self-refer or be referred by faculty for reasons other than unsatisfactory scores to enhance student success in the program.

Course Components

- **Specialty Area Clinical Reflections:**

Students will complete a Specialty Area Reflection for each clinical day spent in a specialty area. An example of this may be a clinical day spent in the ER or ICU. Specialty Area Reflections will be due the Monday following the student's clinical day. Since these assignments are for completion rather than a numerical grade, late assignments will be subject to Detailed Standards point deductions. All clinical reflection templates can be found in the Clinical Instructions/Paperwork tab in Blackboard. Detailed Standards point deductions may also be used for the point deductions in situations where students do not meet the Detailed Standards on their Specialty Area clinical day: for example, the student is late for the specialty area clinical day or behaves unprofessionally.

- **Total Patient Care (TPC) Clinical Reflections:**

Students must complete all required documentation for each TPC clinical day and reflect on six TPC clinical days on the required TPC Clinical Day Evaluation Tool. The grading criteria for each TPC day can be found on the tool. Assignment instructions can be found on Blackboard under the Clinical Instructions/Paperwork tab. TPC Clinical Documentation and Reflections are due the following Monday morning at 0830. Templates for required clinical paperwork and reflections can be found on Blackboard under Clinical Instructions/Paperwork tab. Students who are

absent from clinical are required to makeup missed clinical hours.

- **Skills and Clinical Objectives:**

Skills objectives are tasks that students are required to perform during clinical in order to gain experience that will further their nursing practice. Skills objectives are to be completed throughout the entire year, however, they are turned in at the end of each semester. In contrast, clinical objectives are to be completed entirely in one semester. See Blackboard for further instructions and due dates.

- **ATI Skills Modules:**

Students will complete seven assigned modules in ATI Skills Modules 3.0 and complete the associated pre and posttests for those modules. Students may attempt tests multiple times, but the first attempt grade will be recorded in the grade book. See Blackboard for further instructions and due dates.

- **Scenario Day Reflections:**

Students will complete reflection and debrief questions after each scenario day. At completion, these reflections will be loaded into blackboard as a pdf or word document. Each reflection is a complete/incomplete assignment and therefore subject to standard deduction points.

- **Skills Checkoffs:**

Students will complete three skills checkoffs to show competency on IV piggyback medication as well as Foley and NG insertion. These skills check-offs will be done in the Simulation Center (lab) and skills will be performed using a lab mannequin. Each checkoff will be timed. Students may use up to five additional minutes beyond the allotted time; however, point deductions will apply. If the student exceeds the extended time limit, the check-off will be considered a failure. Students will have three attempts to demonstrate competency on each of these skills and will participate in remediation between attempts. A third attempt at skills will be evaluated by two instructors and will be video recorded. Any student who is not successful on the third attempt will result in failure of the course. Grading criteria, skills checklists, and preparation packets will be found in the Blackboard Course under Skills Check-offs.

Medication Errors:

A medication error has been made when the student has performed their final check and presented the medications for administration to the instructor and the instructor has determined that one or more of the Five Rights have been violated (regardless of whether the medication was actually given to the patient). Upon the first medication error, the student will have an automatic failure for the clinical day and will receive remediation. The second medication error, the student will have another failure for the clinical day, be

placed on probation, and attend a root/cause/analysis meeting with faculty. A third medication error will result in failure from the nursing program. Medication errors are cumulative throughout the year. **Probation may supersede the three medication errors depending on the gravity of the medication error.*

Detailed Description of Standards:

Students are evaluated for adherence to the Detailed Standards each specialty clinical and classroom/lab day. Points are deducted for failure to adhere to Clinical Standards. Points deducted are cumulative and will be deducted from the overall VNSG 1460 course grade. Detailed Description of Standards can be located in Blackboard under Detailed Standards and the Nursing Handbook.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on 9/8/2026 to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Probation & Dismissal:

Students with poor or unsafe clinical performance will meet with the nursing faculty and be placed on a Performance Improvement Plan and/or probation. Any student may be dismissed from the program at any time if the student shows gross negligence, unsafe nursing care, lack of personal or professional integrity, breach of client confidentiality, or commits a criminal act. "Unsafe nursing" is defined as any act of omission or commission which places the client(s) in jeopardy of adverse changes in health status. Personal integrity and concern for clients' welfare are personal attributes essential for those entering the nursing profession.

Grounds for Immediate Dismissal include but are not limited to:

- Failure to maintain patient safety resulting in injury to the patient.
- A medication error which results in injury to the patient.
- The practice of academic dishonesty such as cheating on preparation for clinical, written assignments, and/or exams. Additionally, false entries into a patient's record or signing skills/objectives that have not been performed.
- The use of alcohol, illegal drugs, or misuse of prescription medications during school activities and/or reporting to class/clinical under the influence of drugs or alcohol.
- Appropriating medication, supplies, equipment, or personal items of the patient, employer, or any other person.

Dress Code:

Students are expected to adhere to the dress code as posted in the Nursing Student Handbook at all times. In addition, students are expected to adhere to the dress code established by their assigned clinical setting. Students may be sent home for not maintaining dress code and equipment requirements. This can directly affect the student's grade and may result in the student not passing the course.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is November 12th, 2026.

Attendance related definitions:

1. Tardy= Arriving to or leaving class/clinical 30 minutes or less
2. Absence= Arriving or leaving class/clinical 30 minutes or more

Students arriving more than 30 minutes late will not be allowed to attend the clinical day and will be required to make up clinical hours.

Refer to the *PJC Nursing Student Handbook* for the attendance policy, found in the 2026-2027 VN cohort blackboard page.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

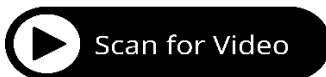
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
12 days of 12-hour clinicals. Please see Fall 2026 calendar in Blackboard for additional details.		

ENGL2322 781
British Literature
(Fall 2026)

Instructor: Dr. Linda Winfrey
Office: NLHS 109
Phone: 903 737-2011
Email: lwinfrey@northlamar.net
Office Hours: M-F 755-8:40

Meeting Location: NLHS 109
Meeting Days: M-F
Meeting Times: 1st, 2nd, and 5th periods

COURSE DESCRIPTION: A study of the masterworks of the literature of England from the Anglo-Saxon period beginning with the epic tradition as illustrated by Beowulf, to the decline of Neo-Classicism. Emphasis on the masterworks of principal authors. The goal of English 2322 is to present to the student a chronological study of the major trends, influences, and genres in English literature, thus acquainting the student with a body of literature and ideas that are culturally significant because of the common language.

REQUIRED TEXTBOOKS AND MATERIALS: Greenblatt, Stephen, General Editor. The Norton Anthology of English Literature: Shorter 11th edition. Volume 1. New York: Norton, 2024. ISBN: 9781324062929.

Associate of Arts (AA)—Program Learning Outcomes

Students who complete the Associate of Arts degree will demonstrate the following program-level competencies:

1. **Communication and Expression**—Demonstrate effective written and oral communication skills by articulating ideas clearly, purposely, and with awareness of audience across a variety of contexts.
2. **Critical and Creative Thinking**—Analyze, evaluate, and synthesize information and ideas from multiple perspectives, applying both logical reasoning and creative inquiry to solve problems and construct meaning.
3. **Humanities and Cultural Literacy**—Examine human experience through the lens of history, literature, and the arts, and cultural traditions, demonstrating an appreciation for diverse perspectives and their influence on society.
4. **Information Literacy**—Locate, evaluate, and ethically use information from a variety of sources to support research, argumentation, and informed decision-making.
5. **Personal and Civic Responsibility**—Reflect on individual values and their relationship to community and society, demonstrating an understanding of civic engagement and ethical responsibility.

COURSE GOALS AND OBJECTIVES: Designed to prepare students with skills for lifelong learning-

1. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding;
2. To understand and apply basic principles of critical thinking;
3. To develop the ability to give an oral presentation.
4. To demonstrate awareness of the scope and variety of works in the humanities
5. To understand those works as expressions of individual and human values within an historical and social context;
6. To respond critically to works in the humanities;
7. To articulate an informed personal reaction to works in the humanities;
8. To demonstrate knowledge of the influence of literature on intercultural experiences

PREREQUISITE: Successful completion of English 1301 and English 1302 or approved equivalents.

Any MLA style book or online source, like Purdue Owl MLA

site: https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

Required Assignment:

Research paper, utilizing MLA documentation and applying the assessment rubric

Course Goals and Objectives (MUST be listed in course syllabus):

Foundational Component Area: Language, Philosophy, and Culture

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Demonstrate Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (English Program-Level):

1. Students will be able to identify, arrange and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of communicating an idea, and use transitional words and phrases effectively.

Student Learning Outcomes (ENGL 2322 Course-Level):

This course is designed to prepare students with skills for lifelong learning—

1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

COURSE REQUIREMENTS: The student will be required to complete reading assignments, participate in class and group discussions, write an essay on an assigned topic, present an oral research project, and perform satisfactorily on examinations and quizzes. He/She will take four unit exams concerned with ideas presented in the literature, techniques discovered in the literature, biographical information on authors, and historical perspective. The student may also be given announced/unannounced reading quizzes.

GRADING: The three exams, one essay, and oral project will count equally. The final exam (exam three) and the oral project are required; failure to complete these will result in a failing grade for the course.

COURSE POLICIES:

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, November 12th.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

Required AI Statement for ALL ENGL Courses:

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment in this course will be subject to AI detection tools to validate student authorship.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Official Student Email Policy

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student's PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access.

Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student's failure to check their official email account.

Non-discrimination clause

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

Syllabus, Campus-Wide Access Program

Dragon Now Course Material Information

Required Course Materials

All the required course materials for your classes are being delivered through Dragon Now, the campus-wide affordable course materials program. You will be charged automatically, so you will not need to make a separate purchase. For this course, we will use a digital eBook accessed through the My Materials link in Blackboard. You will also receive an email directly from Kortext no-reply@kortext.com with a link to access your account. Please follow directions in the email to access your virtual bookshelf.

If you wish to opt out of this program, please follow the steps below:

- **Fall**

MainTerm:

9/10/2026

1. Go to <https://ACCESSPortal.follett.com:443/1836>
2. Create an account using your student email account
3. Select Opt-Out to opt out of the entire program. You will have an opportunity to opt back in if you choose to do so.
4. You can also Opt-Out from the student-specific link provided in the email from noreply@follett.com.

Important: If you Opt-Out, you will no longer have access to your required digital materials and will need to purchase required materials on your own. If you have required physical (print) materials that you have received from the virtual campus store, please return the physical material(s) before opting out.

If you have any questions about Dragon Now or the charge to your student account, please contact the virtual campus store by phone at (800) 381-5151 or via email at csvirtual@efollett.com.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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COURSE SCHEDULE:

August 6&7-Begin Anglo-Saxon Age-historical introduction, notes on literary terms. Begin *Beowulf*.

8&9 Complete *Beowulf*—discussion and quiz.

13&14-Elegiac poetry—"The Seafarer."

15&16-Anglo-Saxon riddles—present original riddles.

20&21-Vocabulary test. Review for major test.

22&23-Major Test-Anglo-Saxon Age.

27&28-Begin Middle Ages-historical introduction and notes on literary terms.

29&30-Discussion and quiz.

September 3&4-Scottish ballads. Introduce Chaucer and *The Canterbury Tales*.

5&6-Group work-*Prologue to Canterbury Tales*.

7&8-"Pardoner's Tale" "Wife of Bath's Tale."

12&13Selections from "Sir Gawain and the Green Knight" and Malory's *Morte D'Arthur*.

14&15-Discussion and quiz.

19&20-Major Test-The Middle Ages.

21&22-Vocabulary test. Begin Renaissance. Historical introduction and notes on literary terms.

26&27-Discussion and essay test 1984.

28&29-Shakespearean sonnets.

October 3&4-Selections from Marlowe, Raleigh, Jonson, & Donne—Cavalier poets.

5&6-Vocabulary test. Introduce *Macbeth*-Begin Act I.

10&11-Complete Acts I & II-quiz.

12&13-Act III of *Macbeth*-quiz.

17&18-*Macbeth*-Act IV.

19&20-Finish *Macbeth*-quiz.

24&25-Discussion and essay test-*The Book Thief*

26&27-Major Test-Renaissance.

. 31&1-Begin the Restoration and the Eighteenth Century—historical introduction and notes on literary terms.

November 2&3-Selections from Swift-*Gulliver's Travels* and "A Modest Proposal."

7&8-Selections from Pope-*Rape of the Lock*, *Essay on Man*, heroic couplets.

9&10-Discussion and quiz.

14&15-Vocabulary test. Selections from Pepy's *Diary*.

16&17-Selections from Defoe's *Journal of the Plague Year*.

21&22-Selections from Johnson's *Dictionary* and Letter to Lord
Chesterfield

23&24-Discussion and essay test-*Frankenstein*.

2829-Vocabulary test. Selections from Goethe's *Faust* and Gray's
"Elegy in a Country Churchyard."

December 30&1-Discussion and quiz.

5&6-Major Test-Restoration and the Eighteenth Century.

7&8-Vocabulary test. Begin *The Importance of Being Ernest*.

12&13-Continue reading.

14&15- Comparison and Contrast essays due. Continue play.

19&20- Complete *Importance*. Review for Exams

21&22-Final Exam

*Course WLDG 1317
Introduction to Layout and Fabrication
FALL 2026*

Instructor: Nick Leija
Office: AS 123
Phone: 903-782-0384
Email: nleija@parisjc.edu
Office Hours: 1:30-4:00 M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 4:00-11:00PM

Course Description:

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Measuring Tape, Square & Aggregate Dimensions; Discuss Weld Designs, Loads, & Bracing Methods; Describe Structural Shapes, Reference Lines, Blueprint Symbols; Define Preheating & Heat Input; Discuss Estimating Welding Costs. Upon completion of this course the student should be able to demonstrate proficiency in the following: GMAW/OFC/PAC and defined Lab project.

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Welding Department Rules and Dress Code:

You are all adults and are expected to behave like adults.

Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or ear bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Nov. 24, 2026.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others

will immediately receive a score of zero on the exam/assignment in. Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

[Adjust policy as determined by department.]

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10-19-26	Basic Safety	All sections in Module Coo 101
10-26-26	Basic Safety	All sections in Module Coo 101
11-2-26	Introduction to Hand Tools	All sections in Module Coo103
11-9-26	Introduction to Power tools	All sections in Module Coo 104
11-16-26	Build Your Future in Construction	All sections in Module Coo 100
11-23-26	Air-Carbon Arc Cutting & Gouging	All sections in Module Coo 104
11-30-26	Practice Certification	
12-7-26	Certification	

Course WLDG 1307
Introduction to Welding Using Multiple Processes
FALL 2026

Instructor: Clint Hutchins
Office: SS 104
Phone: 903-782-0517
Email: chutchins@parisjc.edu
Office Hours: 2:00-10:30 M-Th

Meeting Location: SS 104
Meeting Days: M, T, W, R
Meeting Times: 4-10:30

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

All students are expected to be in attendance during their scheduled periods of instruction (lecture and lab). This begins with the first scheduled class day of the term. All courses shall include use of online assignments and testing. The instructor's participation and course policy are as follows:

- To prevent classroom distractions, the instructor may choose to lock the door after instruction has begun.
- If you fail to answer when your name is called, you will be counted absent. A sign-in sheet may be used in lieu of roll call. When this is the case, it is your responsibility to sign your name. In either case, if you arrive late, it is your responsibility to inform the instructor. The instructor may take attendance (call roll) at any time during a class period. The instructor has authority to use his discretion to determine tardy and absent.
- Any missed instruction relating to safety or equipment operation must be completed prior to performing the related lab activities.
- Course work is to be completed during regular scheduled times, unless authorized by instructor of course. (Note: it is highly recommended that students keep a copy(s) of all course work for their records.) It is the student's responsibility to contact the instructor for any make up lecture or lab time. Any make-up work will be at the instructor's discretion.
- No re-test on any exams, unless authorized by instructor.
- The instructor reserves the right to change course calendar as necessary. Activities may take shorter or longer time than originally planned; therefore, deadlines will be adjusted accordingly. Such changes will be announced through Blackboard or classroom/lab. You are responsible for keeping up with these changes and for completing work as assigned and on time.

**All student grievances will be addressed in accordance to the Student Handbook and Student Code of Conduct. The student should be familiar with the policies set forth in the Student Handbook and the Student Code of Conduct. All complaints shall be written and submitted to the instructor for further action to be considered.*

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the students. The last day for a student to withdraw from a course with a grade of "W" is 10/1/26

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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Complaint Procedures:

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ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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[illegible]

Course WLDG 1307
Introduction to Welding Using Multiple Processes
Fall 2026

Instructor: John Plemons

Office: SSC 103

Phone: 903-782-0518

Email: jplemons@parisjc.edu

Office Hours: 7AM – 8AM 2PM – 3:30PM

Meeting Location: 103

Meeting Days: M,T,W,R

Meeting Times: 7:30AM - 3:30PM

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

All students are expected to be in attendance during their scheduled periods of instruction (lecture and lab). This begins with the first scheduled class day of the term. All courses shall include use of online assignments and testing. The instructor's participation and course policy are as follows:

- To prevent classroom distractions, the instructor may choose to lock the door after instruction has begun.
- If you fail to answer when your name is called, you will be counted absent. A sign-in sheet may be used in lieu of roll call. When this is the case, it is your responsibility to sign your name. In either case, if you arrive late, it is your responsibility to inform the instructor. The instructor may take attendance (call roll) at any time during a class period. The instructor has authority to use his discretion to determine tardy and absent.
- Any missed instruction relating to safety or equipment operation must be completed prior to performing the related lab activities.
- Course work is to be completed during regular scheduled times, unless authorized by instructor of course. (Note: it is highly recommended that students keep a copy(s) of all course work for their records.) It is the student's responsibility to contact the instructor for any make up lecture or lab time. Any make-up work will be at the instructor's discretion.
- No re-test on any exams, unless authorized by instructor.
- The instructor reserves the right to change course calendar as necessary. Activities may take shorter or longer time than originally planned; therefore, deadlines will be adjusted accordingly. Such changes will be announced through Blackboard or classroom/lab. You are responsible for keeping up with these changes and for completing work as assigned and on time.

**All student grievances will be addressed in accordance to the Student Handbook and Student Code of Conduct. The student should be familiar with the policies set forth in the Student Handbook and the Student Code of Conduct. All complaints shall be written and submitted to the instructor for further action to be considered.*

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the students. The last day for a student to withdraw from a course with a grade of "W" is 10/1/26

Class Conduct:

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Academic Honesty:

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Students who wish to appeal academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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Complaint Procedures:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.

[illegible]

*Course WLDG 1307
Introduction to Welding Using Multiple Processes
FALL 2026*

Instructor: Matt Siddens
Office: AS 119
Phone: 903-782-0449
Email: msiddens@parisjc.edu
Office Hours: 7:30-8:00; 12:00-12:30; 3:00-4:00pm M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 8-3:00

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete

the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Welding Department Rules and Dress Code:

You are all adults and are expected to behave like adults.

Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1, 2026.**

Class Conduct:

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Syllabus Subject to Change

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I will make an announcement in class and write it on whiteboard.

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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-24-26	Orientation	
8-31-26	Weld Safety	All sections in Module 29101
9-8-26	Oxy – Fuel Cutting	All sections in Module 29102
9-14-26	SMAW Set-Up	All sections in Module 29107
9-21-26	SMAW Electrodes	All sections in Module 29108
9-28-26	SMAW Electrodes	All sections in Module 29108
10-5-26	Plasma	All sections in Module 29103
10-12-26	1 st 8wk Finals	

*Course WLDG 1307
Introduction to Welding Using Multiple Processes
FALL 2026
)*

Instructor: Nick Leija
Office: AS 123
Phone: 903-782-0384
Email: nleija@parisjc.edu
Office Hours: 1:30-4:00 M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 4:00-11:00PM

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete

the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Welding Department Rules and Dress Code:

You are all adults and are expected to behave like adults.

Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1, 2026.**

Class Conduct:

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Academic Honesty:

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[Adjust policy as determined by department.]

Complaint Procedures:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and

2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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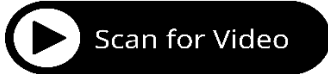
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-24-26	Orientation	
8-31-26	Welding Safety	All sections in Module 29101
9-7-26	OxyFuel Cutting	All sections in Module 29102
9-14-26	Plasma Arc Cutting	All sections in Module 29103
9-21-26	GMAW-FCAW Equipment	All sections in Module 29205
9-28-26	GMAW-FCAW Equipment	All sections in Module 29205

*Course WLDG 1313
Introduction to Blueprint Reading
FALL 2026*

Instructor: Nick Leija
Office: AS 123
Phone: 903-782-0384
Email: nleija@parisjc.edu
Office Hours: 1:30-4:00 M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 4:00-11:00PM

Course Description:

A study of industrial blueprints. Emphasis is placed on terminology, symbols, graphics descriptions, and welding processes, including systems of measurement and industry standards, interpretations of plans and drawings used by industry.

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Demonstrate oxy-fuel welding and cutting safety procedures; classify fuels and filler metals; perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials.

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

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Course Policies:

Welding Department Rules and Dress Code:

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5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
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Class Attendance:

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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10-19-26	Basic Safety	All sections in Module Coe 101

Course WLDG 1313
Introduction to Welding Using Multiple Processes
FALL 2026

Instructor: Clint Hutchins
Office: SS 104
Phone: 903-782-0517
Email: chutchins@parisjc.edu
Office Hours: 2:00-10:30 M-Th

Meeting Location: SS 104
Meeting Days: M, T, W, R
Meeting Times: 4-10:30

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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- Any missed instruction relating to safety or equipment operation must be completed prior to performing the related lab activities.
- Course work is to be completed during regular scheduled times, unless authorized by instructor of course. (Note: it is highly recommended that students keep a copy(s) of all course work for their records.) It is the student's responsibility to contact the instructor for any make up lecture or lab time. Any make-up work will be at the instructor's discretion.
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Class Attendance:

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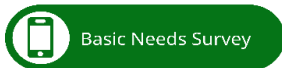
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10/19	Introduction Construction Drawings	Module 00105
10/26	Welding Symbols	Module 29201
11/2	Reading Welding Detail Drawings	Module 29202
11/9	Introduction to Construction Math	Module 00102
11/16	Base Metal Preparation	Module 29105
11/23	SMAW - Equipment and Setup	Module 29107
11/30	SMAW – Beads, Fillet and Groove welds	Module 29109
12/7	Open Root Groove welds	Module 29112

Course WLDG 1313
Introduction to Welding Using Multiple Processes
Fall 2026

Instructor: John Plemons

Office: SSC 103

Phone: 903-782-0385

Email: jplemons@parisjc.edu

Office Hours: 7AM – 8AM 2PM – 3:30PM

Meeting Location: 103

Meeting Days: M,T,W,R

Meeting Times: 7:30AM - 3:30PM

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

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Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

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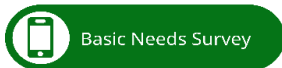
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10/19	Introduction Construction Drawings	Module 00105
10/26	Welding Symbols	Module 29201
11/2	Reading Welding Detail Drawings	Module 29202
11/9	Introduction to Construction Math	Module 00102
11/16	Base Metal Preparation	Module 29105
11/23	SMAW - Equipment and Setup	Module 29107
11/30	SMAW – Beads, Fillet and Groove welds	Module 29109
12/7	Open Root Groove welds	Module 29112

*Course WLDG 1313
Introduction to Blueprint Reading
FALL 2026*

Instructor: Matt Siddens
Office: AS 119
Phone: 903-782-0449
Email: msiddens@parisjc.edu
Office Hours: 7:30-8:00; 12:00-12:30; 3:00-4:00pm M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 8-3:00

Course Description:

A study of industrial blueprints. Emphasis is placed on terminology, symbols, graphics descriptions, and welding processes, including systems of measurement and industry standards, interpretations of plans and drawings used by industry.

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course, the student should be able to demonstrate proficiency in the following: define terms and abbreviations; and identify and explain object views, lines, and dimensions. The student will identify, explain, and interpret weld symbols; demonstrate the proper use of measuring devices; read and interpret blueprints.

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:**Welding Department Rules and Dress Code:**

You are all adults and are expected to behave like adults.

Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 24, 2026.**

Class Conduct:

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Academic Honesty:

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Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

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Complaint Procedures:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

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Syllabus Subject to Change

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I will make an announcement in class and write it on whiteboard.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan: Week of: (Date)

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10-19-26	CAC-G	All sections in Module 29104
10-26-26	Intro to Construction	All sections in Module C00100
11-2-26	Safety	All sections in Module C00101
11-9-26	Safety	All sections in Module C00101
11-16-26	Hand Tools	All sections in Module C00103
11-23-26	Holiday	
11-30-26	Power Tools	All sections in Module C00104
12-8-26	2n 8wk Finals	Certification Dec. 9 th – Graduation Dec. 11th

Course WLDG 1317
Introduction to Welding Using Multiple Processes
FALL 2026

Instructor: Clint Hutchins
Office: SS 104
Phone: 903-782-0517
Email: chutchins@parisjc.edu
Office Hours: 2:00-10:30 M-Th

Meeting Location: SS 104
Meeting Days: M, T, W, R
Meeting Times: 4-10:30

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

All students are expected to be in attendance during their scheduled periods of instruction (lecture and lab). This begins with the first scheduled class day of the term. All courses shall include use of online assignments and testing. The instructor's participation and course policy are as follows:

- To prevent classroom distractions, the instructor may choose to lock the door after instruction has begun.
- If you fail to answer when your name is called, you will be counted absent. A sign-in sheet may be used in lieu of roll call. When this is the case, it is your responsibility to sign your name. In either case, if you arrive late, it is your responsibility to inform the instructor. The instructor may take attendance (call roll) at any time during a class period. The instructor has authority to use his discretion to determine tardy and absent.
- Any missed instruction relating to safety or equipment operation must be completed prior to performing the related lab activities.
- Course work is to be completed during regular scheduled times, unless authorized by instructor of course. (Note: it is highly recommended that students keep a copy(s) of all course work for their records.) It is the student's responsibility to contact the instructor for any make up lecture or lab time. Any make-up work will be at the instructor's discretion.
- No re-test on any exams, unless authorized by instructor.
- The instructor reserves the right to change course calendar as necessary. Activities may take shorter or longer time than originally planned; therefore, deadlines will be adjusted accordingly. Such changes will be announced through Blackboard or classroom/lab. You are responsible for keeping up with these changes and for completing work as assigned and on time.

**All student grievances will be addressed in accordance to the Student Handbook and Student Code of Conduct. The student should be familiar with the policies set forth in the Student Handbook and the Student Code of Conduct. All complaints shall be written and submitted to the instructor for further action to be considered.*

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the students. The last day for a student to withdraw from a course with a grade of "W" is 11/24/26

Class Conduct:

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Academic Honesty:

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[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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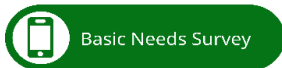
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11/2	Reading Welding Detail Drawings	Module 29202
11/9	Introduction to Construction Math	Module 00102
11/16	Base Metal Preparation	Module 29105
11/23	SMAW - Equipment and Setup	Module 29107
11/30	SMAW – Beads, Fillet and Groove welds	Module 29109
12/7	Open Root Groove welds	Module 29112

*Course WLDG 1317
Introduction to Layout and Fabrication
FALL 2026*

Instructor: Matt Siddens
Office: AS 119
Phone: 903-782-0449
Email: msiddens@parisjc.edu
Office Hours: 7:30-8:00; 12:00-12:30; 3:00-4:00pm M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 8-3:00

Course Description:

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Measuring Tape, Square & Aggregate Dimensions; Discuss Weld Designs, Loads, & Bracing Methods; Describe Structural Shapes, Reference Lines, Blueprint Symbols; Define Preheating & Heat Input; Discuss Estimating Welding Costs. Upon completion of this course the student should be able to demonstrate proficiency in the following: GMAW/OFC/PAC and defined Lab project.

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

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7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
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9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
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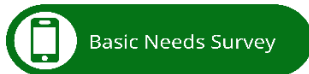
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Course Schedule/Weekly Lesson Plan: Week of: (Date)

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10-19-26	CAC-G	All sections in Module 29104
10-26-26	Intro to Construction	All sections in Module C00100
11-2-26	Safety	All sections in Module C00101
11-9-26	Safety	All sections in Module C00101
11-16-26	Hand Tools	All sections in Module C00103
11-23-26	Holiday	
11-30-26	Power Tools	All sections in Module C00104
12-8-26	2n 8wk Finals	Certification Dec. 9 th – Graduation Dec. 11th

Course WLDG 1323
Welding Safety, Tools, and Equipment
FALL 2026
)

Instructor: Nick Leija
Office: AS 123
Phone: 903-782-0384
Email: nleija@parisjc.edu
Office Hours: 1:30-4:00 M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 4:00-11:00PM

Course Description:

An introduction to welding equipment and safety practices, including OSHA standards for industry.

Credits: SCH = 3 lecture and 0 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Apply welding safety practices, OSHA and the Hazardous Communications Act, and DS; list hazards associated with welding equipment and processes; identify how to use and maintain tools and equipment; identify hazards associated with gases, fluxes, electrodes and equipment; and explain different welding processes and their operation.

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

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Course Policies:

Welding Department Rules and Dress Code:

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8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1, 2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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[Adjust policy as determined by department.]

Complaint Procedures:

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<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

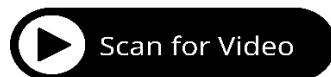
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-24-26	Orientation	

Course WLDG 1323
Introduction to Welding Using Multiple Processes
FALL 2026

Instructor: Clint Hutchins
Office: SS 104
Phone: 903-782-0517
Email: chutchins@parisjc.edu
Office Hours: 2:00-10:30 M-Th

Meeting Location: SS 104
Meeting Days: M, T, W, R
Meeting Times: 4-10:30

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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- If you fail to answer when your name is called, you will be counted absent. A sign-in sheet may be used in lieu of roll call. When this is the case, it is your responsibility to sign your name. In either case, if you arrive late, it is your responsibility to inform the instructor. The instructor may take attendance (call roll) at any time during a class period. The instructor has authority to use his discretion to determine tardy and absent.
- Any missed instruction relating to safety or equipment operation must be completed prior to performing the related lab activities.
- Course work is to be completed during regular scheduled times, unless authorized by instructor of course. (Note: it is highly recommended that students keep a copy(s) of all course work for their records.) It is the student's responsibility to contact the instructor for any make up lecture or lab time. Any make-up work will be at the instructor's discretion.
- No re-test on any exams, unless authorized by instructor.
- The instructor reserves the right to change course calendar as necessary. Activities may take shorter or longer time than originally planned; therefore, deadlines will be adjusted accordingly. Such changes will be announced through Blackboard or classroom/lab. You are responsible for keeping up with these changes and for completing work as assigned and on time.

**All student grievances will be addressed in accordance to the Student Handbook and Student Code of Conduct. The student should be familiar with the policies set forth in the Student Handbook and the Student Code of Conduct. All complaints shall be written and submitted to the instructor for further action to be considered.*

Class Attendance:

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Class Conduct:

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Complaint Procedures:

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Illness Policy:

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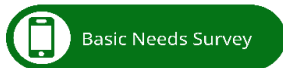
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[illegible]

Course WLDG 1323
Introduction to Welding Using Multiple Processes
Fall 2026

Instructor: John Plemons

Office: SSC 103

Phone: 903-782-0385

Email: jplemons@parisjc.edu

Office Hours: 7AM – 8AM 2PM – 3:30PM

Meeting Location: 103

Meeting Days: M,T,W,R

Meeting Times: 7:30AM - 3:30PM

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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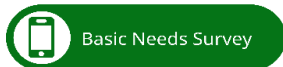
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[illegible]

*Course WLDG 1323
Welding Safety, Tools, and Equipment
FALL 2026*

Instructor: Matt Siddens
Office: AS 119
Phone: 903-782-0449
Email: msiddens@parisjc.edu
Office Hours: 7:00-8:00; 12:00-12:30; 3:00-4:00pm M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 8-3:00

Course Description:

An introduction to welding equipment and safety practices, including OSHA standards for industry.

Credits: SCH = 3 lecture and 0 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Apply welding safety practices, OSHA and the Hazardous Communications Act, and DS; list hazards associated with welding equipment and processes; identify how to use and maintain tools and equipment; identify hazards associated with gases, fluxes, electrodes and equipment; and explain different welding processes and their operation.

1. Discuss different types of welding environments
2. Explain welding safety practices, involving Material Safety Data Sheets, the Hazardous Communications Act, and OSHA. List hazards associated with welding equipment and processes. Identify hazards associated with gasses, fluxes, electrodes, equipment and interpret an MSDS.
3. Use and maintain tools and equipment while practicing welding shop safety. Name the different welding tools and explain how they are safely used.

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Welding Department Rules and Dress Code:

You are all adults and are expected to behave like adults.

Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1, 2026.**

Class Conduct:

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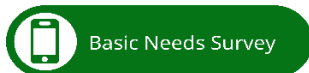
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Syllabus Subject to Change

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I will make an announcement in class and write it on whiteboard.

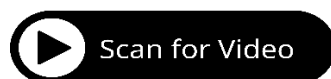
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-24-26	Orientation	
8-31-26	Weld Safety	All sections in Module 29101
9-8-26	Oxy – Fuel Cutting	All sections in Module 29102
9-14-26	SMAW Set-Up	All sections in Module 29107
9-21-26	SMAW Electrodes	All sections in Module 29108
9-28-26	SMAW Electrodes	All sections in Module 29108
10-5-26	Plasma	All sections in Module 29103
10-12-26	1 st 8wk Finals	

*Course WLDG 1425
Introduction to Oxy-Fuel Welding and Cutting
FALL 2026
)*

Instructor: Nick Leija
Office: AS 123
Phone: 903-782-0384
Email: nleija@parisjc.edu
Office Hours: 1:30-4:00 M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 4:00-11:00PM

Course Description:

An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.

Credits: SCH = 3 lecture and 2 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Demonstrate oxy-fuel welding and cutting safety procedures; classify fuels and filler metals; perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials.

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Welding Department Rules and Dress Code:

You are all adults and are expected to behave like adults.

Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1, 2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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[Adjust policy as determined by department.]

Complaint Procedures:

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ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-24-26	Orientation	

*Course WLDG 1425 17AO
Introduction to Oxy-Fuel Welding and Cutting
FALL 2026*

Instructor: Nick Leija
Office: AS 123
Phone: 903-782-0384
Email: nleija@parisjc.edu
Office Hours: 1:30-4:00 M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 4:00-11:00PM

Course Description:

An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.

Credits: SCH = 3 lecture and 2 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Demonstrate oxy-fuel welding and cutting safety procedures; classify fuels and filler metals; perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials.

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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Class Attendance:

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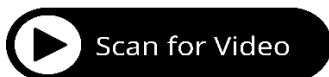
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-24-26	Orientation	
8-31-26	Welding Safety	All sections in Module 29101
9-7-26	OxyFuel Cutting	All sections in Module 29102
9-14-26	Plasma Arc Cutting	All sections in Module 29103

9-21-26	GMAW & FCAW Equipment	All sections in Module 29205
9-26-26	GMAW & FCAW Equipment	All sections in Module 29205
10-5-26	GMAW - Plate	All sections in Module 29209
10-12-26	FCAW - Plate	All sections in Module 29210

Course WLDG 1425
Introduction to Welding Using Multiple Processes
FALL 2026

Instructor: Clint Hutchins
Office: SS 104
Phone: 903-782-0517
Email: chutchins@parisjc.edu
Office Hours: 2:00-10:30 M-Th

Meeting Location: SS 104
Meeting Days: M, T, W, R
Meeting Times: 4-10:30

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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- To prevent classroom distractions, the instructor may choose to lock the door after instruction has begun.
- If you fail to answer when your name is called, you will be counted absent. A sign-in sheet may be used in lieu of roll call. When this is the case, it is your responsibility to sign your name. In either case, if you arrive late, it is your responsibility to inform the instructor. The instructor may take attendance (call roll) at any time during a class period. The instructor has authority to use his discretion to determine tardy and absent.
- Any missed instruction relating to safety or equipment operation must be completed prior to performing the related lab activities.
- Course work is to be completed during regular scheduled times, unless authorized by instructor of course. (Note: it is highly recommended that students keep a copy(s) of all course work for their records.) It is the student's responsibility to contact the instructor for any make up lecture or lab time. Any make-up work will be at the instructor's discretion.
- No re-test on any exams, unless authorized by instructor.
- The instructor reserves the right to change course calendar as necessary. Activities may take shorter or longer time than originally planned; therefore, deadlines will be adjusted accordingly. Such changes will be announced through Blackboard or classroom/lab. You are responsible for keeping up with these changes and for completing work as assigned and on time.

**All student grievances will be addressed in accordance to the Student Handbook and Student Code of Conduct. The student should be familiar with the policies set forth in the Student Handbook and the Student Code of Conduct. All complaints shall be written and submitted to the instructor for further action to be considered.*

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the students. The last day for a student to withdraw from a course with a grade of "W" is 10/1/26

Class Conduct:

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Academic Honesty:

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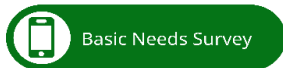
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[illegible]

Course WLDG 1425
Introduction to Welding Using Multiple Processes
Fall 2026

Instructor: John Plemons

Office: SSC 103

Phone: 903-782-0385

Email: jplemons@parisjc.edu

Office Hours: 7AM – 8AM 2PM – 3:30PM

Meeting Location: 103

Meeting Days: M,T,W,R

Meeting Times: 7:30AM - 3:30PM

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

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[illegible]

*Course WLDG 1425
Introduction to Oxy-Fuel Welding and Cutting
FALL 2026*

Instructor: Matt Siddens
Office: AS 119
Phone: 903-782-0449
Email: msiddens@parisjc.edu
Office Hours: 7:00-8:00; 12:00-12:30; 3:00-4:00pm M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 7-3:00

Course Description:

An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.

Credits: SCH = 3 lecture and 2 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Demonstrate oxy-fuel welding and cutting safety procedures; classify fuels and filler metals; perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials.

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Welding Department Rules and Dress Code:

You are all adults and are expected to behave like adults.

Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1, 2026.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic

dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.

<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

I will make an announcement in class and write it on whiteboard.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-24-26	Orientation	
8-31-26	Weld Safety	All sections in Module 29101
9-8-26	Oxy – Fuel Cutting	All sections in Module 29102
9-14-26	SMAW Set-Up	All sections in Module 29107
9-21-26	SMAW Electrodes	All sections in Module 29108
9-28-26	SMAW Electrodes	All sections in Module 29108
10-5-26	Plasma	All sections in Module 29103
10-12-26	1 st 8wk Finals	

*Course WLDG 1427
Welding Codes and Standards
FALL 2026*

Instructor: Nick Leija
Office: AS 123
Phone: 903-782-0384
Email: nleija@parisjc.edu
Office Hours: 1:30-4:00 M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 4:00-11:00PM

Course Description:

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods.

Credits: SCH = 4 lecture and 0 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Identify the major welding codes; identify welding procedures; Identify NDT test methods and welding discontinuities; Define Preheating & Heat Input. Upon completion of this course the student should be able to demonstrate proficiency in the following: Lab project

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Welding Department Rules and Dress Code:

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Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Oct. 1,,2026.**

Class Conduct:

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Academic Honesty:

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Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

[Adjust policy as determined by department.]

Complaint Procedures:

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<https://www.parisjc.edu/consumer-information/complaints.php>

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Illness Policy:

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You can return to your normal activities when, for at least 24 hours, both are true:

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2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

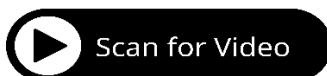
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-24-26	Orientation	

Course WLDG 1427
Introduction to Welding Using Multiple Processes
FALL 2026

Instructor: Clint Hutchins
Office: SS 104
Phone: 903-782-0517
Email: chutchins@parisjc.edu
Office Hours: 2:00-10:30 M-Th

Meeting Location: SS 104
Meeting Days: M, T, W, R
Meeting Times: 4-10:30

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

All students are expected to be in attendance during their scheduled periods of instruction (lecture and lab). This begins with the first scheduled class day of the term. All courses shall include use of online assignments and testing. The instructor's participation and course policy are as follows:

- To prevent classroom distractions, the instructor may choose to lock the door after instruction has begun.
- If you fail to answer when your name is called, you will be counted absent. A sign-in sheet may be used in lieu of roll call. When this is the case, it is your responsibility to sign your name. In either case, if you arrive late, it is your responsibility to inform the instructor. The instructor may take attendance (call roll) at any time during a class period. The instructor has authority to use his discretion to determine tardy and absent.
- Any missed instruction relating to safety or equipment operation must be completed prior to performing the related lab activities.
- Course work is to be completed during regular scheduled times, unless authorized by instructor of course. (Note: it is highly recommended that students keep a copy(s) of all course work for their records.) It is the student's responsibility to contact the instructor for any make up lecture or lab time. Any make-up work will be at the instructor's discretion.
- No re-test on any exams, unless authorized by instructor.
- The instructor reserves the right to change course calendar as necessary. Activities may take shorter or longer time than originally planned; therefore, deadlines will be adjusted accordingly. Such changes will be announced through Blackboard or classroom/lab. You are responsible for keeping up with these changes and for completing work as assigned and on time.

**All student grievances will be addressed in accordance to the Student Handbook and Student Code of Conduct. The student should be familiar with the policies set forth in the Student Handbook and the Student Code of Conduct. All complaints shall be written and submitted to the instructor for further action to be considered.*

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the students. The last day for a student to withdraw from a course with a grade of "W" is 10/1/26

Class Conduct:

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Academic Honesty:

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[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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Complaint Procedures:

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Illness Policy:

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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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[illegible]

Course WLDG 1427
Introduction to Welding Using Multiple Processes
Fall 2026

Instructor: John Plemons

Office: SSC 103

Phone: 903-782-0385

Email: jplemons@parisjc.edu

Office Hours: 7AM – 8AM 2PM – 3:30PM

Meeting Location: 103

Meeting Days: M,T,W,R

Meeting Times: 7:30AM - 3:30PM

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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Class Attendance:

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Class Conduct:

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[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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[illegible]

*Course WLDG 1427
Welding Codes and Standards
FALL 2026*

Instructor: Matt Siddens
Office: AS 119
Phone: 903-782-0449
Email: msiddens@parisjc.edu
Office Hours: 7:30-8:00; 12:00-12:30; 3:00-4:00pm M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 8-3:00

Course Description:

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods.

Credits: SCH = 4 lecture and 0 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

6th edition NCCER Welding Level 3, 2nd semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Identify the major welding codes; identify welding procedures; Identify NDT test methods and welding discontinuities; Define Preheating & Heat Input. Upon completion of this course the student should be able to demonstrate proficiency in the following: Lab project

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

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Course Policies:**Welding Department Rules and Dress Code:**

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2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
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7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

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Class Conduct:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

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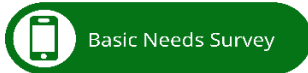
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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I will make an announcement in class and write it on whiteboard.

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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-24-26	Orientation	
8-31-26	Weld Safety	All sections in Module 29101
9-8-26	Oxy – Fuel Cutting	All sections in Module 29102
9-14-26	SMAW Set-Up	All sections in Module 29107
9-21-26	SMAW Electrodes	All sections in Module 29108
9-28-26	SMAW Electrodes	All sections in Module 29108
10-5-26	Plasma	All sections in Module 29103
10-12-26	1 st 8wk Finals	

*Course WLDG 1430
Introduction to Gas Metal Arc Welding
FALL 2026*

Instructor: Nick Leija
Office: AS 123
Phone: 903-782-0384
Email: nleija@parisjc.edu
Office Hours: 1:30-4:00 M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 4:00-11:00PM

Course Description:

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

Credits: SCH = 3 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Describe welding positions with various joint designs; describe the effects of welding parameters in GMAW; apply safety rules; troubleshoot equipment used; perform visual inspection; weld various types of structural material; and diagnose welding problems

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

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Course Policies:

Welding Department Rules and Dress Code:

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

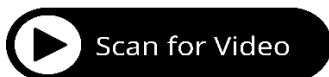
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-24-26	Orientation	
8-31-26	Welding Safety	All sections in Module 29101
9-7-26	OxyFuel Cutting	All sections in Module 29102
9-14-26	Plasma Arc Cutting	All sections in Module 29103

9-21-26	GMAW & FCAW Equipment	All sections in Module 29205
9-26-26	GMAW & FCAW Equipment	All sections in Module 29205
10-5-26	GMAW - Plate	All sections in Module 29209
10-12-26	FCAW - Plate	All sections in Module 29210

*Course WLDG 1430
Introduction to Gas Metal Arc Welding
FALL 2026*

Instructor: Matt Siddens
Office: AS 119
Phone: 903-782-0449
Email: msiddens@parisjc.edu
Office Hours: 7:30-8:00; 12:00-12:30; 3:00-4:00pm M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 8-3:00

Course Description:

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

Credits: SCH = 3 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Describe welding positions with various joint designs; describe the effects of welding parameters in GMAW; apply safety rules; troubleshoot equipment used; perform visual inspection; weld various types of structural material; and diagnose welding problems.

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

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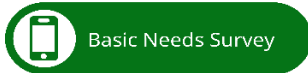
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9-21-26	SMAW Electrodes	All sections in Module 29108
9-28-26	SMAW Electrodes	All sections in Module 29108
10-5-26	Plasma	All sections in Module 29103
10-12-26	1 st 8wk Finals	

*Course WLDG 1434
Introduction to Gas Tungsten Arc Welding
FALL 2026*

Instructor: Nick Leija
Office: AS 123
Phone: 903-782-0384
Email: nleija@parisjc.edu
Office Hours: 1:30-4:00 M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 4:00-11:00PM

Course Description:

*Course WLDG 1427
Welding Codes and Standards
FALL 2026*

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Discuss Gas Tungsten Arc Welding (GTAW) Process; Describe Welding Currents for Gas Tungsten Arc Welding (GTAW); Define GTAW Electrodes; Describe Power Sources for GTAW; Discuss Shielding Gases for GTAW; Discuss Welding Stainless Steel with the GTAW Process; Discuss Weldability of Stainless Steels. Upon completion of this course the student should be able to demonstrate proficiency in the following: BOP on carbon steel various positions; 2F Fillet weld on Carbon steel; 3G Groove weld on Carbon steel; 3" GTAW Pipe

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

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Course Policies:

Welding Department Rules and Dress Code:

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

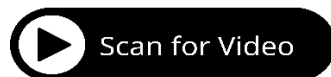
PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-24-26	Orientation	

Course WLDG 1434
Introduction to Welding Using Multiple Processes
FALL 2026

Instructor: Clint Hutchins
Office: SS 104
Phone: 903-782-0517
Email: chutchins@parisjc.edu
Office Hours: 2:00-10:30 M-Th

Meeting Location: SS 104
Meeting Days: M, T, W, R
Meeting Times: 4-10:30

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F & 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

All students are expected to be in attendance during their scheduled periods of instruction (lecture and lab). This begins with the first scheduled class day of the term. All courses shall include use of online assignments and testing. The instructor's participation and course policy are as follows:

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- If you fail to answer when your name is called, you will be counted absent. A sign-in sheet may be used in lieu of roll call. When this is the case, it is your responsibility to sign your name. In either case, if you arrive late, it is your responsibility to inform the instructor. The instructor may take attendance (call roll) at any time during a class period. The instructor has authority to use his discretion to determine tardy and absent.
- Any missed instruction relating to safety or equipment operation must be completed prior to performing the related lab activities.
- Course work is to be completed during regular scheduled times, unless authorized by instructor of course. (Note: it is highly recommended that students keep a copy(s) of all course work for their records.) It is the student's responsibility to contact the instructor for any make up lecture or lab time. Any make-up work will be at the instructor's discretion.
- No re-test on any exams, unless authorized by instructor.
- The instructor reserves the right to change course calendar as necessary. Activities may take shorter or longer time than originally planned; therefore, deadlines will be adjusted accordingly. Such changes will be announced through Blackboard or classroom/lab. You are responsible for keeping up with these changes and for completing work as assigned and on time.

**All student grievances will be addressed in accordance to the Student Handbook and Student Code of Conduct. The student should be familiar with the policies set forth in the Student Handbook and the Student Code of Conduct. All complaints shall be written and submitted to the instructor for further action to be considered.*

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the students. The last day for a student to withdraw from a course with a grade of "W" is 10/1/26

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.
<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

It is the policy of Paris Junior College to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Course Catalog & Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

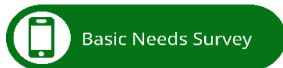
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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[illegible]

Course WLDG 1434
Introduction to Welding Using Multiple Processes
Fall 2026

Instructor: John Plemons

Office: SSC 103

Phone: 903-782-0385

Email: jplemons@parisjc.edu

Office Hours: 7AM – 8AM 2PM – 3:30PM

Meeting Location: 103

Meeting Days: M,T,W,R

Meeting Times: 7:30AM - 3:30PM

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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Class Attendance:

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Class Conduct:

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Academic Honesty:

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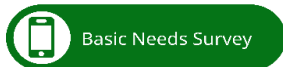
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[illegible]

*Course WLDG 1434
Introduction to Gas Tungsten Arc Welding
FALL 2026*

Instructor: Matt Siddens
Office: AS 119
Phone: 903-782-0449
Email: msiddens@parisjc.edu
Office Hours: 7:30-8:00; 12:00-12:30; 3:00-4:00pm M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 8-3:00

Course Description:

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.

Credits: SCH = 2 lecture and 7 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

6th edition NCCER Welding Level 3, 2nd semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Discuss Gas Tungsten Arc Welding (GTAW) Process; Describe Welding Currents for Gas Tungsten Arc Welding (GTAW); Define GTAW Electrodes; Describe Power Sources for GTAW; Discuss Shielding Gases for GTAW; Discuss Welding Stainless Steel with the GTAW Process; Discuss Weldability of Stainless Steels. Upon completion of this course the student should be able to demonstrate proficiency in the following: BOP on carbon steel various positions; 2F Fillet weld on Carbon steel; 3G Groove weld on Carbon steel; 3" GTAW Pipe

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete

the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Welding Department Rules and Dress Code:

You are all adults and are expected to behave like adults.

Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **October 1, 2026.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the

classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

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Syllabus Subject to Change

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I will make an announcement in class and write it on whiteboard.

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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-24-26	Orientation	
8-31-26	Weld Safety	All sections in Module 29101
9-8-26	Oxy – Fuel Cutting	All sections in Module 29102
9-14-26	SMAW Set-Up	All sections in Module 29107
9-21-26	SMAW Electrodes	All sections in Module 29108
9-28-26	SMAW Electrodes	All sections in Module 29108
10-5-26	Plasma	All sections in Module 29103
10-12-26	1 st 8wk Finals	

*Course WLDG 1435
Introduction to Pipe Welding
FALL 2026*

Instructor: Nick Leija
Office: AS 123
Phone: 903-782-0384
Email: nleija@parisjc.edu
Office Hours: 1:30-4:00 M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 4:00-11:00PM

Course Description:

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Define Pipe, Industrial Use of Pipe, Advantages of Welding vs Threaded Pipe; Discuss Pipe Description and Sizing; Discuss Backing Rings; Discuss uses of Consumable Insert; Describe ASME Code for Pressure Piping, B31.1 Power Piping; Define & Discuss Heat Input, Thermocouples & Pyrometers; Discuss types of corrosion. Upon completion of this course the student should be able to demonstrate proficiency in the following: Perform 1G with SMAW (E6010 & E7018) – stringer beads; perform 2G with SMAW (E6010 & E7018) – stringer beads.

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete

the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Welding Department Rules and Dress Code:

You are all adults and are expected to behave like adults.

Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Nov.24,,2026**.

Class Conduct:

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Academic Honesty:

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[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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[Adjust policy as determined by department.]

Complaint Procedures:

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<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and

2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.

[illegible]

Course WLDG 1435
Introduction to Welding Using Multiple Processes
FALL 2026

Instructor: Clint Hutchins
Office: SS 104
Phone: 903-782-0517
Email: chutchins@parisjc.edu
Office Hours: 2:00-10:30 M-Th

Meeting Location: SS 104
Meeting Days: M, T, W, R
Meeting Times: 4-10:30

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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- If you fail to answer when your name is called, you will be counted absent. A sign-in sheet may be used in lieu of roll call. When this is the case, it is your responsibility to sign your name. In either case, if you arrive late, it is your responsibility to inform the instructor. The instructor may take attendance (call roll) at any time during a class period. The instructor has authority to use his discretion to determine tardy and absent.
- Any missed instruction relating to safety or equipment operation must be completed prior to performing the related lab activities.
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- No re-test on any exams, unless authorized by instructor.
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**All student grievances will be addressed in accordance to the Student Handbook and Student Code of Conduct. The student should be familiar with the policies set forth in the Student Handbook and the Student Code of Conduct. All complaints shall be written and submitted to the instructor for further action to be considered.*

Class Attendance:

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Class Conduct:

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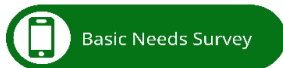
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10/19	Introduction Construction Drawings	Module 00105
10/26	Welding Symbols	Module 29201
11/2	Reading Welding Detail Drawings	Module 29202
11/9	Introduction to Construction Math	Module 00102
11/16	Base Metal Preparation	Module 29105
11/23	SMAW - Equipment and Setup	Module 29107
11/30	SMAW – Beads, Fillet and Groove welds	Module 29109
12/7	Open Root Groove welds	Module 29112

Course WLDG 1435
Introduction to Welding Using Multiple Processes
Fall 2026

Instructor: John Plemons

Office: SSC 103

Phone: 903-782-0385

Email: jplemons@parisjc.edu

Office Hours: 7AM – 8AM 2PM – 3:30PM

Meeting Location: 103

Meeting Days: M,T,W,R

Meeting Times: 7:30AM - 3:30PM

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10/19	Introduction Construction Drawings	Module 00105
10/26	Welding Symbols	Module 29201
11/2	Reading Welding Detail Drawings	Module 29202
11/9	Introduction to Construction Math	Module 00102
11/16	Base Metal Preparation	Module 29105
11/23	SMAW - Equipment and Setup	Module 29107
11/30	SMAW – Beads, Fillet and Groove welds	Module 29109
12/7	Open Root Groove welds	Module 29112

*Course WLDG 1435
Introduction to Pipe Welding
FALL 2026*

Instructor: Matt Siddens
Office: AS 119
Phone: 903-782-0449
Email: msiddens@parisjc.edu
Office Hours: 7:30-8:00; 12:00-12:30; 3:00-4:00pm M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 8-3:00

Course Description:

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

6th edition NCCER Welding Level 3, 2nd semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Define Pipe, Industrial Use of Pipe, Advantages of Welding vs Threaded Pipe; Discuss Pipe Description and Sizing; Discuss Backing Rings; Discuss uses of Consumable Insert; Describe ASME Code for Pressure Piping, B31.1 Power Piping; Define & Discuss Heat Input, Thermocouples & Pyrometers; Discuss types of corrosion. Upon completion of this course the student should be able to demonstrate proficiency in the following: Perform 1G with SMAW (E6010 & E7018) – stringer beads; perform 2G with SMAW (E6010 & E7018) – stringer beads.

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of

this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Welding Department Rules and Dress Code:

You are all adults and are expected to behave like adults.

Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 24, 2026.**

Class Conduct:

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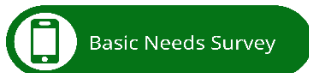
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Syllabus Subject to Change

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I will make an announcement in class and write it on whiteboard.

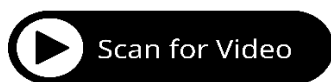
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Course Schedule/Weekly Lesson Plan: Week of: (Date)

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10-19-26	CAC-G	All sections in Module 29104
10-26-26	Intro to Construction	All sections in Module C00100
11-2-26	Safety	All sections in Module C00101
11-9-26	Safety	All sections in Module C00101
11-16-26	Hand Tools	All sections in Module C00103
11-23-26	Holiday	
11-30-26	Power Tools	All sections in Module C00104
12-8-26	2n 8wk Finals	Certification Dec. 9 th – Graduation Dec. 11th

Course WLDG 1457
Introduction to Welding Using Multiple Processes
FALL 2026

Instructor: Clint Hutchins
Office: SS 104
Phone: 903-782-0517
Email: chutchins@parisjc.edu
Office Hours: 2:00-10:30 M-Th

Meeting Location: SS 104
Meeting Days: M, T, W, R
Meeting Times: 4-10:30

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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- Any missed instruction relating to safety or equipment operation must be completed prior to performing the related lab activities.
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- The instructor reserves the right to change course calendar as necessary. Activities may take shorter or longer time than originally planned; therefore, deadlines will be adjusted accordingly. Such changes will be announced through Blackboard or classroom/lab. You are responsible for keeping up with these changes and for completing work as assigned and on time.

**All student grievances will be addressed in accordance to the Student Handbook and Student Code of Conduct. The student should be familiar with the policies set forth in the Student Handbook and the Student Code of Conduct. All complaints shall be written and submitted to the instructor for further action to be considered.*

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the students. The last day for a student to withdraw from a course with a grade of "W" is 11/24/26

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Complaint Procedures:

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ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

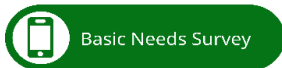
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10/19	Introduction Construction Drawings	Module 00105
10/26	Welding Symbols	Module 29201
11/2	Reading Welding Detail Drawings	Module 29202
11/9	Introduction to Construction Math	Module 00102
11/16	Base Metal Preparation	Module 29105
11/23	SMAW - Equipment and Setup	Module 29107
11/30	SMAW – Beads, Fillet and Groove welds	Module 29109
12/7	Open Root Groove welds	Module 29112

Course WLDG 1457
Introduction to Welding Using Multiple Processes
Fall 2026

Instructor: John Plemons

Office: SSC 103

Phone: 903-782-0385

Email: jplemons@parisjc.edu

Office Hours: 7AM – 8AM 2PM – 3:30PM

Meeting Location: 103

Meeting Days: M,T,W,R

Meeting Times: 7:30AM - 3:30PM

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

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Syllabus Subject to Change

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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10/19	Introduction Construction Drawings	Module 00105
10/26	Welding Symbols	Module 29201
11/2	Reading Welding Detail Drawings	Module 29202
11/9	Introduction to Construction Math	Module 00102
11/16	Base Metal Preparation	Module 29105
11/23	SMAW - Equipment and Setup	Module 29107
11/30	SMAW – Beads, Fillet and Groove welds	Module 29109
12/7	Open Root Groove welds	Module 29112

*Course WLDG 1457
Intermediate Shielded Metal Arc Welding
FALL 2026*

Instructor: Matt Siddens
Office: AS 119
Phone: 903-782-0449
Email: msiddens@parisjc.edu
Office Hours: 7:30-8:00; 12:00-12:30; 3:00-4:00pm M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 8-3:00

Course Description:

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.

Credits: SCH = 2 lecture and 7 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Principles of Operation for Shielded Metal Arc Welding; Discuss Welding Techniques Used for 2G, 3F, 3G, and 4F Positions; Discuss Air Carbon Arc Cutting and Gouging; Describe Structural Welding Code (AWS D1.1); Identify Visual Acceptance Criteria of the AWS Structural Welding Code; Discuss AWS A5.5 Specification for Low-Alloy Steel Electrodes for SMAW; Discuss Prequalified Welding Procedure Requirements for SMAW within AWS D1.1; Identify Procedure Qualification Requirements within AWS D1.1, Identify Welding Personnel Qualification Requirements within AWS D1.1. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using E7018, Vertical & Overhead positions (3F & 4F); Groove welds using E7018, Vertical and Overhead positions (3G & 4G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Welding Department Rules and Dress Code:

You are all adults and are expected to behave like adults.

Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be

initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 24, 2026**.

Class Conduct:

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Complaint Procedures:

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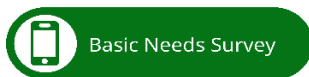
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I will make an announcement in class and write it on whiteboard.

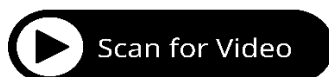
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Course Schedule/Weekly Lesson Plan: Week of: (Date)

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10-19-26	CAC-G	All sections in Module 29104
10-26-26	Intro to Construction	All sections in Module C00100
11-2-26	Safety	All sections in Module C00101
11-9-26	Safety	All sections in Module C00101
11-16-26	Hand Tools	All sections in Module C00103
11-23-26	Holiday	
11-30-26	Power Tools	All sections in Module C00104
12-8-26	2n 8wk Finals	Certification Dec. 9 th – Graduation Dec. 11th

*Course WLDG 1457
Intermediate Shielded Metal Arc Welding
FALL 2026*

Instructor: Nick Leija
Office: AS 123
Phone: 903-782-0384
Email: nleija@parisjc.edu
Office Hours: 1:30-4:00 M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 4:00-11:00PM

Course Description:

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.

Credits: SCH = 2 lecture and 7 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Principles of Operation for Shielded Metal Arc Welding; Discuss Welding Techniques Used for 2G, 3F, 3G, and 4F Positions; Discuss Air Carbon Arc Cutting and Gouging; Describe Structural Welding Code (AWS D1.1); Identify Visual Acceptance Criteria of the AWS Structural Welding Code; Discuss AWS A5.5 Specification for Low-Alloy Steel Electrodes for SMAW; Discuss Prequalified Welding Procedure Requirements for SMAW within AWS D1.1; Identify Procedure Qualification Requirements within AWS D1.1, Identify Welding Personnel Qualification Requirements within AWS D1.1. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using E7018, Vertical & Overhead positions (3F & 4F); Groove welds using E7018, Vertical and Overhead positions (3G & 4G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

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Course Policies:

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5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
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[Adjust policy as determined by department.]

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1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

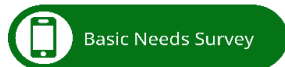
When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.

[illegible]

Course WLDG 2413
Introduction to Welding Using Multiple Processes
FALL 2026

Instructor: Clint Hutchins
Office: SS 104
Phone: 903-782-0517
Email: chutchins@parisjc.edu
Office Hours: 2:00-10:30 M-Th

Meeting Location: SS 104
Meeting Days: M, T, W, R
Meeting Times: 4-10:30

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

All students are expected to be in attendance during their scheduled periods of instruction (lecture and lab). This begins with the first scheduled class day of the term. All courses shall include use of online assignments and testing. The instructor's participation and course policy are as follows:

- To prevent classroom distractions, the instructor may choose to lock the door after instruction has begun.
- If you fail to answer when your name is called, you will be counted absent. A sign-in sheet may be used in lieu of roll call. When this is the case, it is your responsibility to sign your name. In either case, if you arrive late, it is your responsibility to inform the instructor. The instructor may take attendance (call roll) at any time during a class period. The instructor has authority to use his discretion to determine tardy and absent.
- Any missed instruction relating to safety or equipment operation must be completed prior to performing the related lab activities.
- Course work is to be completed during regular scheduled times, unless authorized by instructor of course. (Note: it is highly recommended that students keep a copy(s) of all course work for their records.) It is the student's responsibility to contact the instructor for any make up lecture or lab time. Any make-up work will be at the instructor's discretion.
- No re-test on any exams, unless authorized by instructor.
- The instructor reserves the right to change course calendar as necessary. Activities may take shorter or longer time than originally planned; therefore, deadlines will be adjusted accordingly. Such changes will be announced through Blackboard or classroom/lab. You are responsible for keeping up with these changes and for completing work as assigned and on time.

**All student grievances will be addressed in accordance to the Student Handbook and Student Code of Conduct. The student should be familiar with the policies set forth in the Student Handbook and the Student Code of Conduct. All complaints shall be written and submitted to the instructor for further action to be considered.*

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the students. The last day for a student to withdraw from a course with a grade of "W" is 11/24/26

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

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Students who wish to appeal academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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Complaint Procedures:

Students should address all complaints or concerns with their course instructor first. If the issue is not resolved the student should reference the PJC website or the Course Catalog & Student Handbook for the official complaint or grievance procedure.
<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

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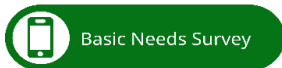
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Syllabus Subject to Change

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10/19	Introduction Construction Drawings	Module 00105
10/26	Welding Symbols	Module 29201
11/2	Reading Welding Detail Drawings	Module 29202
11/9	Introduction to Construction Math	Module 00102
11/16	Base Metal Preparation	Module 29105
11/23	SMAW - Equipment and Setup	Module 29107
11/30	SMAW – Beads, Fillet and Groove welds	Module 29109
12/7	Open Root Groove welds	Module 29112

Course WLDG 2413
Introduction to Welding Using Multiple Processes
Fall 2026

Instructor: John Plemons

Office: SSC 103

Phone: 903-782-0385

Email: jplemons@parisjc.edu

Office Hours: 7AM – 8AM 2PM – 3:30PM

Meeting Location: 103

Meeting Days: M,T,W,R

Meeting Times: 7:30AM - 3:30PM

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

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Class Attendance:

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Class Conduct:

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Complaint Procedures:

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ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10/19	Introduction Construction Drawings	Module 00105
10/26	Welding Symbols	Module 29201
11/2	Reading Welding Detail Drawings	Module 29202
11/9	Introduction to Construction Math	Module 00102
11/16	Base Metal Preparation	Module 29105
11/23	SMAW - Equipment and Setup	Module 29107
11/30	SMAW – Beads, Fillet and Groove welds	Module 29109
12/7	Open Root Groove welds	Module 29112

*Course WLDG 2413
Intermediate Welding Using Multiple Processes
FALL 2026*

Instructor: Matt Siddens
Office: AS 119
Phone: 903-782-0449
Email: msiddens@parisjc.edu
Office Hours: 7:30-8:00; 12:00-12:30; 3:00-4:00pm M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 8-3:00

Course Description:

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

Credits: SCH = 2 lecture and 7 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

6th edition NCCER Welding Level 3, 2nd semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Demonstrate skills training using more than one approved welding process; Apply knowledge on use of Welding Procedures; Develop welding procedures according to customer specification; Testing Welding Procedures to applicable codes or standards. Upon completion of this course the student should be able to demonstrate proficiency in the following: Perform 6G pipe welds using GTAW/SMAW Processes; Perform 6G pipe welds using GMAW/FCAW Processes

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete

the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Welding Department Rules and Dress Code:

You are all adults and are expected to behave like adults.

Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 24, 2026.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the

classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

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Complaint Procedures:

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Syllabus Subject to Change

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I will make an announcement in class and write it on whiteboard.

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Course Schedule/Weekly Lesson Plan: Week of: (Date)

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10-19-26	CAC-G	All sections in Module 29104
10-26-26	Intro to Construction	All sections in Module C00100
11-2-26	Safety	All sections in Module C00101
11-9-26	Safety	All sections in Module C00101
11-16-26	Hand Tools	All sections in Module C00103
11-23-26	Holiday	
11-30-26	Power Tools	All sections in Module C00104
12-8-26	2n 8wk Finals	Certification Dec. 9 th – Graduation Dec. 11 th

*Course WLDG 2413
Intermediate Welding Using Multiple Processes
FALL 2026*

Instructor: Nick Leija
Office: AS 123
Phone: 903-782-0384
Email: nleija@parisjc.edu
Office Hours: 1:30-4:00 M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 4:00-11:00PM

Course Description:

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

Credits: SCH = 2 lecture and 7 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Demonstrate skills training using more than one approved welding process; Apply knowledge on use of Welding Procedures; Develop welding procedures according to customer specification; Testing Welding Procedures to applicable codes or standards. Upon completion of this course the student should be able to demonstrate proficiency in the following: Perform 6G pipe welds using GTAW/SMAW Processes; Perform 6G pipe welds using GMAW/FCAW Processes

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete

the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Welding Department Rules and Dress Code:

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Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **Nov.24,,2026**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal an academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

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[Adjust policy as determined by department.]

Complaint Procedures:

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<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and

2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

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Insert how the students will be notified of a change. (Blackboard, student email, etc.)

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[illegible]

*Course WLDG 2447
Advanced Gas Metal Arc Welding
FALL 2026*

Instructor: Matt Siddens
Office: AS 119
Phone: 903-782-0449
Email: msiddens@parisjc.edu
Office Hours: 7:30-8:00; 12:00-12:30; 3:00-4:00pm M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 8-3:00

Course Description:

Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions.

Credits: SCH = 2 lecture and 7 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Demonstrate GMAW in various positions; describe safety practices and equipment use; describe the effects of welding parameters in GMAW; and weld various joint designs and perform inspections.

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

Welding Department Rules and Dress Code:

You are all adults and are expected to behave like adults.

Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

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Class Conduct:

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Academic Honesty:

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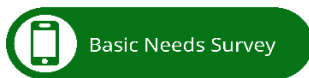
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Syllabus Subject to Change

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I will make an announcement in class and write it on whiteboard.

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Course Schedule/Weekly Lesson Plan: Week of: (Date)

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10-19-26	CAC-G	All sections in Module 29104
10-26-26	Intro to Construction	All sections in Module C00100
11-2-26	Safety	All sections in Module C00101
11-9-26	Safety	All sections in Module C00101
11-16-26	Hand Tools	All sections in Module C00103
11-23-26	Holiday	
11-30-26	Power Tools	All sections in Module C00104
12-8-26	2n 8wk Finals	Certification Dec. 9 th – Graduation Dec. 11th

*Course WLDG 2447
Advanced Gas Metal Arc Welding
FALL 2026*

Instructor: Nick Leija
Office: AS 123
Phone: 903-782-0384
Email: nleija@parisjc.edu
Office Hours: 1:30-4:00 M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 4:00-11:00PM

Course Description:

Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions.

Credits: SCH = 2 lecture and 7 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Demonstrate GMAW in various positions; describe safety practices and equipment use; describe the effects of welding parameters in GMAW; and weld various joint designs and perform inspections.

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

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Course Policies:

Welding Department Rules and Dress Code:

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7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
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9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
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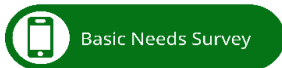
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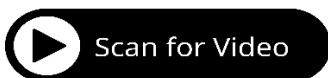
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10-19-26	Basic Safety	All sections in Module Coe 101

*Course WLDG 2451
Advanced Gas Tungsten Arc Welding
FALL 2026*

Instructor: Nick Leija
Office: AS 123
Phone: 903-782-0384
Email: nleija@parisjc.edu
Office Hours: 1:30-4:00 M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 4:00-11:00PM

Course Description:

Advanced topics in GTAW welding, including welding in various positions and directions.

Credits: SCH = 2 lecture and 7 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Demonstrate proficiency in various welding positions; Describe the effects of welding parameters in GTAW; Diagnose welding problems; Perform visual inspection. Upon completion of this course the student should be able to demonstrate proficiency in the following: GTAW welding on small diameter pipe; Aluminum BOP (Bead on Plate)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

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Course Policies:

Welding Department Rules and Dress Code:

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Class Attendance:

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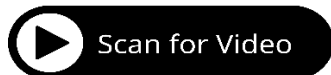
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-24-26	Orientation	

Course WLDG 2451
Introduction to Welding Using Multiple Processes
FALL 2026

Instructor: Clint Hutchins
Office: SS 104
Phone: 903-782-0518
Email: chutchins@parisjc.edu
Office Hours: 2:00-10:30 M-Th

Meeting Location: SS 104
Meeting Days: M, T, W, R
Meeting Times: 4-10:30

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

All students are expected to be in attendance during their scheduled periods of instruction (lecture and lab). This begins with the first scheduled class day of the term. All courses shall include use of online assignments and testing. The instructor's participation and course policy are as follows:

- To prevent classroom distractions, the instructor may choose to lock the door after instruction has begun.
- If you fail to answer when your name is called, you will be counted absent. A sign-in sheet may be used in lieu of roll call. When this is the case, it is your responsibility to sign your name. In either case, if you arrive late, it is your responsibility to inform the instructor. The instructor may take attendance (call roll) at any time during a class period. The instructor has authority to use his discretion to determine tardy and absent.
- Any missed instruction relating to safety or equipment operation must be completed prior to performing the related lab activities.
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Class Attendance:

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Class Conduct:

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Academic Honesty:

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Illness Policy:

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

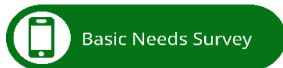
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[illegible]

Course WLDG 2451
Introduction to Welding Using Multiple Processes
Fall 2026

Instructor: John Plemons

Office: SSC 103

Phone: 903-782-0385

Email: jplemons@parisjc.edu

Office Hours: 7AM – 8AM 2PM – 3:30PM

Meeting Location: 103

Meeting Days: M,T,W,R

Meeting Times: 7:30AM - 3:30PM

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

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Class Conduct:

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[illegible]

*Course WLDG 2451
Advanced Gas Tungsten Arc Welding
FALL 2026*

Instructor: Matt Siddens
Office: AS 119
Phone: 903-782-0449
Email: msiddens@parisjc.edu
Office Hours: 7:30-8:00; 12:00-12:30; 3:00-4:00pm M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 8-3:00

Course Description:

Advanced topics in GTAW welding, including welding in various positions and directions.

Credits: SCH = 2 lecture and 7 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

6th edition NCCER Welding Level 3, 2nd semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Demonstrate proficiency in various welding positions; Describe the effects of welding parameters in GTAW; Diagnose welding problems; Perform visual inspection. Upon completion of this course the student should be able to demonstrate proficiency in the following: GTAW welding on small diameter pipe; Aluminum BOP (Bead on Plate)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:**Welding Department Rules and Dress Code:**

You are all adults and are expected to behave like adults.

Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

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Class Conduct:

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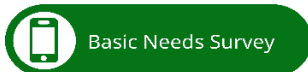
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I will make an announcement in class and write it on whiteboard.

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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
8-24-26	Orientation	
8-31-26	Weld Safety	All sections in Module 29101
9-8-26	Oxy – Fuel Cutting	All sections in Module 29102
9-14-26	SMAW Set-Up	All sections in Module 29107
9-21-26	SMAW Electrodes	All sections in Module 29108
9-28-26	SMAW Electrodes	All sections in Module 29108
10-5-26	Plasma	All sections in Module 29103
10-12-26	1 st 8wk Finals	

Course WLDG 2553
Introduction to Welding Using Multiple Processes
FALL 2026

Instructor: Clint Hutchins
Office: SS 104
Phone: 903-782-0517
Email: chutchins@parisjc.edu
Office Hours: 2:00-10:30 M-Th

Meeting Location: SS 104
Meeting Days: M, T, W, R
Meeting Times: 4-10:30

Course Description:

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW).

Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10/19	Introduction Construction Drawings	Module 00105
10/26	Welding Symbols	Module 29201
11/2	Reading Welding Detail Drawings	Module 29202
11/9	Introduction to Construction Math	Module 00102
11/16	Base Metal Preparation	Module 29105
11/23	SMAW - Equipment and Setup	Module 29107
11/30	SMAW – Beads, Fillet and Groove welds	Module 29109
12/7	Open Root Groove welds	Module 29112

Course WLDG 2553
Introduction to Welding Using Multiple Processes
Fall 2026

Instructor: John Plemons

Office: SSC 103

Phone: 903-782-0385

Email: jplemons@parisjc.edu

Office Hours: 7AM – 8AM 2PM – 3:30PM

Meeting Location: 103

Meeting Days: M,T,W,R

Meeting Times: 7:30AM - 3:30PM

Course Description:

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Credits: SCH = 2 lecture and 4 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding Gases. Upon completion of this course the student should be able to demonstrate proficiency in the following: Fillet welds using GMAW/FCAW, ALL positions (1F, 2F, 3F& 4F); Groove weld using GMAW/FCAW, Vertical positions (3G)

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test 30%

Lab – 60%

Discuss and learn Personal Protective Equipment (PPE). Discuss and use welding tools and implement welding safety practices. Discuss Material Safety Data Sheets (MSDS). Use and understand measuring devices (tape measure and speed square).

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:

All students are expected to be in attendance during their scheduled periods of instruction (lecture and lab). This begins with the first scheduled class day of the term. All courses shall include use of online assignments and testing. The instructor's participation and course policy are as follows:

- To prevent classroom distractions, the instructor may choose to lock the door after instruction has begun.
- If you fail to answer when your name is called, you will be counted absent. A sign-in sheet may be used in lieu of roll call. When this is the case, it is your responsibility to sign your name. In either case, if you arrive late, it is your responsibility to inform the instructor. The instructor may take attendance (call roll) at any time during a class period. The instructor has authority to use his discretion to determine tardy and absent.
- Any missed instruction relating to safety or equipment operation must be completed prior to performing the related lab activities.
- Course work is to be completed during regular scheduled times, unless authorized by instructor of course. (Note: it is highly recommended that students keep a copy(s) of all course work for their records.) It is the student's responsibility to contact the instructor for any make up lecture or lab time. Any make-up work will be at the instructor's discretion.
- No re-test on any exams, unless authorized by instructor.
- The instructor reserves the right to change course calendar as necessary. Activities may take shorter or longer time than originally planned; therefore, deadlines will be adjusted accordingly. Such changes will be announced through Blackboard or classroom/lab. You are responsible for keeping up with these changes and for completing work as assigned and on time.

**All student grievances will be addressed in accordance to the Student Handbook and Student Code of Conduct. The student should be familiar with the policies set forth in the Student Handbook and the Student Code of Conduct. All complaints shall be written and submitted to the instructor for further action to be considered.*

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the students. The last day for a student to withdraw from a course with a grade of "W" is 11/24/26

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserves the right to drop a student for violations of the Student Conduct Policy as listed in the PJC Course Catalog & Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others **will immediately receive a score of zero on the exam/assignment in.** Depending on the nature and severity of the situation, the instructor may impose additional academic sanctions at their discretion. Serious or repeated violations may be referred to the appropriate Division Vice President or the College President and may result in suspension or expulsion from the college.

Students who wish to appeal academic dishonesty determination may do so through the Office of Student Services. Appeal forms are available by contacting Student Services at ss@parisjc.edu or 903-782-0211.

[Instructor: Insert any additional course-specific sanctions or expectations related to academic dishonesty that apply to your class.]

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Complaint Procedures:

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<https://www.parisjc.edu/consumer-information/complaints.php>

ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Syllabus Subject to Change

This syllabus is subject to change at any time. When changes are made students will be informed of the change by the method listed below.

Insert how the students will be notified of a change. (Blackboard, student email, etc.)

PJC Cares about our students! Please help us by completing our basic need assessment by scanning the QR code below:



Mental health conditions are common and treatable. Suicide is preventable.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in the Administrative Building (counseling@parisjc.edu) and in the community.



Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10/19	Introduction Construction Drawings	Module 00105
10/26	Welding Symbols	Module 29201
11/2	Reading Welding Detail Drawings	Module 29202
11/9	Introduction to Construction Math	Module 00102
11/16	Base Metal Preparation	Module 29105
11/23	SMAW - Equipment and Setup	Module 29107
11/30	SMAW – Beads, Fillet and Groove welds	Module 29109
12/7	Open Root Groove welds	Module 29112

*Course WLDG 2553
Advanced Pipe Welding
FALL 2026*

Instructor: Matt Siddens
Office: AS 119
Phone: 903-782-0449
Email: msiddens@parisjc.edu
Office Hours: 7:30-8:00; 12:00-12:30; 3:00-4:00pm M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 8-3:00

Course Description:

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

Credits: SCH = 3 lecture and 7 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Level 2, 1st semester tool kit

6th edition NCCER Welding Level 3, 2nd semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe equipment and required pipe preparation and perform 6G welds using various electrodes on pipe. Upon completion of this course the student should be able to demonstrate proficiency in the following: 2" – 6G pipe

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

Required Activity:

All students must complete the First Assignment located in the "Course Content" section of Blackboard by 11:59 p.m. on the day prior to the Official Reporting Day (ORD). Completion of this assignment serves as verification of course participation. Students who do not complete the assignment by the deadline will be reported as non-attending and will be dropped from the course.

Course Policies:**Welding Department Rules and Dress Code:**

You are all adults and are expected to behave like adults.

Safety is paramount and will be monitored at ALL time.

1. No profanity tolerated
2. No sexual, racial or ethnic jokes
3. No horseplay
4. Class time starts promptly at specified time given by instructor. You are to show up 15 minutes prior, and be prepared for class.
5. Class ends at specified time given by instructor, not before.
6. Absenteeism/Tardiness will cause you to fail the class.
7. If, in the opinion of the instructor, you are not in a state to safely work in the weld shop, you will be asked to leave and it will count as an unexcused absence for the day.
8. Tennis shoes will not be allowed at any time, only leather boots or shoes.
9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
11. A #5 tinted face shield will be worn when using cutting equipment.
12. Gloves will be worn while welding, grinding, or handling metal.
13. No welding in tee shirts, ONLY long sleeve button up type welding shirts allowed (100% cotton or FR type, NO FR t-shirts as they are not UV protected).
14. No obscene or offensive stickers or writing on welding hoods or tool boxes.
15. Each student is responsible for his/her own tools and should have them properly marked.
16. All buildings on college campus are tobacco free: No tobacco except in designated areas. This includes smokeless cigarettes (Vaping)!!
17. No radios, iPod, or era bud allowed in shop.

Class Attendance:

Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **November 24, 2026.**

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, iPod, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

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Complaint Procedures:

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Illness Policy:

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Syllabus Subject to Change

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I will make an announcement in class and write it on whiteboard.

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Course Schedule/Weekly Lesson Plan: Week of: (Date)

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10-19-26	CAC-G	All sections in Module 29104
10-26-26	Intro to Construction	All sections in Module C00100
11-2-26	Safety	All sections in Module C00101
11-9-26	Safety	All sections in Module C00101
11-16-26	Hand Tools	All sections in Module C00103
11-23-26	Holiday	
11-30-26	Power Tools	All sections in Module C00104
12-8-26	2n 8wk Finals	Certification Dec. 9 th – Graduation Dec. 11th

*Course WLDG 2553
Advanced Pipe Welding
FALL 2026*

Instructor: Nick Leija
Office: AS 123
Phone: 903-782-0384
Email: nleija@parisjc.edu
Office Hours: 1:30-4:00 M-Th

Meeting Location: AS 120
Meeting Days: M,T,W,R
Meeting Times: 4:00-11:00PM

Course Description:

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

Credits: SCH = 3 lecture and 7 laboratory hours per week

TSI Requirement: NONE

Prerequisite(s): NONE

Required Textbook(s) and Materials:

6th edition NCCER CORE, Welding Level 1, Welding Leve 2, 1st semester tool kit

Course Goals and Objectives:

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe equipment and required pipe preparation and perform 6G welds using various electrodes on pipe. Upon completion of this course the student should be able to demonstrate proficiency in the following: 2" – 6G pipe

Course Requirements and Evaluation:

Daily grade – (Safety, material usage, participation) 10%

Lecture – NCCER Module Test and homework 30%

Lab – 60%

Note: All grades will be posted in Blackboard in a timely manner; students will have to access to course to keep up to date. It is your responsibility to keep up with your grade.

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9. Safety glasses will be worn at all times in the welding shop.
10. A clear face shield, ear plugs and gloves will be worn when using a grinder and/or equipment that produces sparks.
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[Adjust policy as determined by department.]

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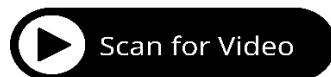
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Course Schedule/Weekly Lesson Plan:

DATE	TOPIC	READINGS ASSIGNMENTS LECTURES
10-19-26	Basic Safety	All sections in Module Coe 101

